

## ***Sample Employment Letter***

[Date]

Dear [Name],

[Company Name] is pleased to make you an offer of employment and would like to take this time to communicate some important information.

Please note that because [Company Name] is an at-will employer, your employment may be terminated at any time, without advance notice and with or without cause by either you or [Company Name].

[Company Name] is prepared to offer you a position of [Position] at our [Location of Office or Worksite] beginning on [Start Date]. This is a(n) [Exempt or Non-Exempt] position which is compensated at \$[Rate] per [Month, Week, Hour].

On your first day, you should report to [Name] at [Location] at [Time]. Please be sure to bring evidence of U.S. citizenship or proof that you are legally entitled to work and live in the U.S. Federal law requires [Company Name] to examine employment eligibility documents within three business days after you begin work.

Finally, please note that this offer of employment is contingent upon [Company Name] obtaining satisfactory results after conducting [Reference Checks, Background Checks, Credit Checks, Drug Tests, Medical Evaluations]. This letter has been provided as a matter of convenience and should not be construed as an employment contract.

Please feel free to contact [Name] at [Number] if you have any questions or would like additional information. [Company Name] looks forward to working with you.

Sincerely,

[Name]