

***Thank you for visiting our site.***

**We strive to provide solutions for your business needs  
and appreciate the opportunity of assisting your  
organization.**

---

Note to Consumer:

This Document is furnished with the express understanding that businessolver.com is not engaged in rendering legal, accounting or other professional services or advice. While this Document is designed to provide accurate information in regard to the subject matter covered, the accuracy or fitness for a particular situation is not guaranteed. Laws and regulations vary among jurisdictions, and may change or be subject to differing interpretations. As with any legal matter, common sense should be used in determining whether you need the assistance of an attorney or other competent professional for your particular situation. By using this Document, you are acting as your own attorney. It would be advisable and prudent to examine the laws of your state before using this Document. Even if you are completely satisfied with this Document, we encourage you to have your attorney review it to determine whether there is something unique about your particular situation, which may suggest that some modification or different approach be undertaken. Your nonexclusive, nontransferable license to use this Document includes the right for your legal counsel to use and modify this Document solely for your own use. Please keep in mind that under the Terms & Conditions found at the businessolver.com website, which are applicable to this Document, businessolver.com does not and shall not have liability or responsibility to any person, including yourself, for any loss or damage caused or alleged to be caused by the use of this Document in a particular transaction.

***Please Note:*** If you have downloaded this document in Word or Adobe Acrobat – and have Adobe Acrobat Reader – you will be able to customize this document for your organization. The customization fields have been denoted by the following characters < >. You will want to peruse through the document and enter the appropriate names and/or titles as they may fit in the text.

<Date>

<Name>

<Address>

<City, State Zip>

Dear <Name>:

First, I would like to thank you for accepting the position with our company. As expressed to you, we are excited about the possibilities that you may bring to <Company Name>. We anticipate the start date and time for this position to be <Start Date>.

We believe that <Company Name> will greatly benefit from someone with your experience and expertise. I have prepared an outline, which confirms the offer of employment for the <Position Title> position that we have already discussed. This position is a salaried exempt position paying \$<Amount> per semimonthly pay period (equal to \$<Amount> on an annualized basis). At the successful completion of the introductory period (90 days) your performance and compensation package will be reviewed. This offer should not be construed as a guarantee of employment for any specific duration.

In addition, we will provide you a signing bonus of \$<Amount> to be paid on your first day of employment. This bonus is contingent upon the successful completion of six months of employment. If you do not successfully complete six months of employment, a prorated amount (according to the actual length of employment) will be deducted from your final paycheck.

As we discussed during the interview, <Company Name> currently provides it's employees with a family a contribution of \$<Amount> per month to be applied in the Section 125 plan (Cafeteria Plan). Through this plan, employees can elect benefits such as Medical Coverage, Dental Coverage, Life Insurance Coverage, and Disability Coverage. Coverage under these programs commences <Date>. Information regarding these programs and other company benefits along with guidelines concerning employment is in the Employee Handbook.

Once again, we look forward to having you come aboard <Company Name>. If you have any questions or concerns don't hesitate to contact me.

Sincerely,

<Name>

<Position Title>