[Employer legal name]

[Business address] | [Business HR email or phone]

Employment offer

[Offer issue date]

Private and confidential
[Employee name]

Dear [Employee name],

We are pleased to offer you the position of [Job title], reporting to [Reports to], beginning [Start date]. Your principal work location is [Actual work address and city], [Actual work state]. Your normal schedule is [Scheduled hours per week] hours each week, subject to lawful scheduling changes. Approved remote work must be confirmed before working from a different state or city.

Compensation and classification

This position is classified as exempt under the applicable overtime exemption after review of its actual duties and compensation requirements. Your gross annualized salary is $[Annual salary, exempt ($)], payable on a salary basis in installments of $[Pay period salary] [Pay frequency], on [Regular payday], subject only to lawful withholding and deductions. The annualized amount states a pay rate and does not guarantee employment for a year. Salary deductions will be made only as permitted by applicable law.

Benefits and time away

The attached Onboarding and Employee Policies contain the vacation PTO, sick/protected leave, holiday, timekeeping, security, expense and benefit-election rules. Company medical offered [Y/N]. Company401(k) offered [Y/N]. If offered,company match [percent] of employee contributions up to [percent] of eligible pay,subject to the governing plan. Actual benefit eligibility, coverage and any required employee election follow the governing plan and law; required plan documents are supplied separately. This offer does not itself authorize voluntary payroll deductions.

Employment and lawful hiring conditions

This offer is for employment without a guaranteed fixed duration. Applicable law and any governing signed agreement or collective bargaining agreement control the employment relationship. This letter does not waive earned wages, protected leave, accommodation, reporting or other statutory rights.

After you accept, employment verification will follow current Form I-9 instructions: Section 1 by the first workday and employer Section 2 within three business days after that day, or by day one if employment lasts less than three business days. You choose acceptable documents from the official lists. Any lawful third-party background screening uses separate required disclosures, written authorization and applicable adverse-action procedures; this letter is not that authorization. Do not bring or use another employer's confidential information without lawful permission.

Required state and city hiring notices, including required translations, are delivered separately. The attached policies do not replace those notices.

Acceptance

Please sign and return this offer to [Business HR email or phone] by [Offer response date]. Contact us if you need an extension or accommodation. Keep the signed letter and Onboarding and Employee Policies.

For [Employer legal name]

_____ _____

Authorized company signature Date

Printed name and title: _____

I accept these employment terms and acknowledge receipt of the Onboarding and Employee Policies.

[Employee name]

_____ _____

Employee signature Date