

CONFIDENTIAL

NAME  
ADDRESS  
ADDRESS

Dear FIRST NAME :

It gives me great pleasure to confirm our offer of employment to you for the position of JOB TITLE pending the successful completion of a background check. I have outlined the specific details of our offer below:

- You will report directly to NAME, TITLE
- Your start date will be DATE
- Your starting salary for this exempt/non-exempt position will be \$XX,XXX per year (\$XXXX per hour/pay).

It is understood by you that employment with COMPANY shall be for no specific period of time and shall institute at-will employment. As a result, either you or COMPANY may terminate your employment at any time for any reason, with or without cause and advance notice. This is the full and complete agreement between you and COMPANY on the at-will nature of your employment. Although your job duties, compensation and benefits, as well as those of COMPANY'S personnel policies and procedures, may change from time-to-time, the at-will nature of your employment may only be changed in a written document signed by you and an officer of COMPANY.

I am very pleased that you have elected to join our company. I am confident that you will find the experience both challenging and rewarding. I look forward to your confirmation and acceptance of the details of our outlined offer. If you have any questions concerning the details of our offer, please contact me.

Sincerely,

I accept this offer of employment as outlined.

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NAME

Date