**THIS IS A SAMPLE UNCONDITIONAL EMPLOYMENT OFFER LETTER. IT IS BEING PROVIDED AS AN EDUCATIONAL RESOURCE. DOWNLOADING IT DOES NOT CONSTITUTE LEGAL ADVICE OR ESTABLISH AN ATTORNEY-CLENT RELATIONSHIP.**

Dear [Name],

We are pleased to offer you the position of [job title] at [company name]. This offer letter sets forth the basic information related to the position. If you require any additional information prior to accepting the position, please let me know.

You will receive an annual salary of $[xxxx], paid on a [timeframe] basis. This position is considered exempt under the federal and state wage and hour laws, which means you are not eligible for overtime pay beyond your salary.

[OR]

You will be paid an hourly rate of $[xxxx], paid on a [timeframe] basis. This position is considered a nonexempt under the federal and state wage and hour laws, which means you will be eligible for overtime time pay for hours worked in excess of 40 in a given workweek.

This is a full-time position. Our weekly hours of operation are [insert days and hours]. You may be required to work occasional evenings and weekends as job duties demand.

As a full-time employee, you are eligible for company benefits, including [PTO/vacation/sick leave], group [health, dental and vision benefits], company holidays and a [401(k)/bonus/equity incentive] plan. For your position, you will:

* Receive [xxxx] weeks of [PTO/vacation/sick leave];
* Enjoy time off for company holidays;
* Be eligble to participate in our group [health, dental/vision//or any other plans] plan;
* Be eligible to participate in our [401(k)/bonus/equity incentive/or any other plans] plan.

A full explanation of company benefits and other details will be provided at your orientation and can always be found in the Employee Handbook.

Your employment with our company is at-will, which means that either you or the company may terminate your employment at any time for any or no reason. Nothing in this offer letter creates any contract rights in your employment or otherwise alters the at-will status of your employment. Also, the company reserves the right to alter its benefits and policies in its sole discretion.

[Any additional terms or requirements. For instance, signing a confidentiality agreement.]

[day, date] will be your first day of employment with us. Please indicate your understanding and acceptance of our offer by signing below and returning a copy no later than [date].

Should you have any questions, feel free to contact [name] at [number].

We look forward to seeing you on [date].

Sincerely,

[Name]

[Job title]

\_\_\_\_\_\_\_\_\_\_\_

I accept the offer of employment.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_