

OFFER LETTER

To: _____

From: _____

Subject:

Employment Offer for Position of [Position Title]

Dear [Candidate's Name],

We are pleased to offer you employment with [Company Name] (the “Company”) as a [Position Title]. This letter outlines the terms and conditions of your employment with the Company. Please read this offer carefully and confirm your acceptance by signing below.

1. Position and Duties

Your role will be [Position Title], reporting to [Supervisor's Name or Title]. You agree to perform the duties and responsibilities customarily associated with this position, and any other duties as reasonably assigned by the Company.

2. Compensation

Your starting salary will be \$_____ per year, payable in accordance with the Company’s standard payroll schedule and subject to all applicable withholding and deductions required by law.

3. Benefits

You will be eligible to participate in the Company’s employee benefit plans as they may be offered and amended from time to time, subject to the terms and conditions of each plan.

4. At-Will Employment

Your employment with the Company is at-will, which means either you or the Company may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law.

5. Confidentiality and Proprietary Rights

During employment and thereafter, you agree to maintain the confidentiality of all proprietary and confidential information of the Company, its clients, and partners. You acknowledge that any work product developed during your employment is the exclusive property of the Company.

6. Non-Compete and Non-Solicitation

You agree that during your employment and for a period of one year following termination, you will not directly or

indirectly engage in any business competitive with the Company, nor solicit any of the Company's employees or clients, to the extent permitted by applicable law.

7. Governing Law

This offer letter and any employment relationship shall be governed by and construed in accordance with the laws of the State of _____, without regard to its conflict of law principles.

8. Entire Agreement

This offer letter constitutes the entire agreement between you and the Company concerning your employment, superseding any prior agreements or understandings, whether written or oral.

Please indicate your acceptance of this offer by signing below and returning a signed copy to the Company.

Employee Signature:

Date:

Print Name:

Title:

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