

[Date]

[Employee]
[Employee's Address]

Dear [Salutary Name]:

It is our pleasure to offer to you employment with our office in the position of [Title or Description of Position] commencing [Job Start Date]. If you accept this offer of employment, your duties will include [List of Duties], as modified from time to time, and such other duties, tasks and work as may be assigned.

Your rate of compensation shall be [Pay Rate]. Following the end of our regular probationary period for new employees, you will be eligible to receive employee benefits normally provided to regular full-time employees. Please note that employee benefits are subject to revocation and modification.

This offer of employment will remain open until [Date Offer Expires], unless earlier rescinded or modified. If you do decide to accept this offer of employment, please sign the enclosed copy of this letter and return it to us as soon as possible in the stamped, addressed envelope enclosed for your convenience.

Please accept our congratulations. We certainly hope that you will accept this offer and join our organization.

Very truly yours,

[Employer's Representative]

Acknowledgment

In response to the within offer of employment (INITIAL ONE ONLY):

_____ I accept the within offer of employment

_____ I do not accept the within offer of employment