

# [Sample Job Offer Letter for Any Organization]

[Date]

[Your Name]

[Your Organization's Name]

[Your Address]

[Your City, State Zip]

[Recipient's Name]

[Recipient's Address]

[Recipient's City, State Zip]

Dear [Recipient's Name]:

It is my pleasure to extend the following offer of employment to you on behalf of [Your Organization's Name]. This offer is contingent upon your passing our mandatory drug screen, our receipt of your college transcripts, and any other contingencies you may wish to state.

**Job Title:**

**Reporting Relationship:** The position will report to:

**Job Description:** Attached.

**Base Salary:** Will be paid in bi-weekly installments of \$\_\_\_\_\_, which is equivalent to \$\_\_\_\_\_ on an annual basis, and subject to deductions for taxes and other withholdings as required by law or the policies of the company.

**Bonus (Commission) Potential:** Effective upon satisfactory completion of the first 90 days of employment, and based upon the goals and objectives agreed to in the performance development planning process with your manager, you may be eligible for a bonus. The bonus plan for this year and beyond, should such a plan exist, will be based on the formula determined by the company for that year.

**Benefits:** The current, standard company health, life, disability and dental insurance coverage are generally supplied per company policy. Eligibility for other benefits, including 401(k) and tuition reimbursement, will generally take place per company policy. Employee contribution to payment for benefit plans is determined annually.

**Vacation and Personal Emergency Time Off:** Vacation is accrued at \_\_\_ hours per pay period, which is equivalent to two weeks on an annual basis. Personal emergency days are generally accrued per company policy.

**Start Date:** \_\_\_\_\_

During the course of your employment, you are free to resign from {Organization's Name] at any time for any reason, and we also have the right to terminate your employment at any time, with or without advance notice and with or without cause. This is described as "Employment-At-Will. [Organization's Name] has not made a commitment for any length, duration or permanence of employment.

The entire staff enjoyed meeting with you. Please let us know if you wish to accept this offer of employment. We look forward to hearing from you.

Sincerely,

[Your Name]

[Your Title]