

Employment Offer Letter

This is a template, not legal advice

This document is a general-purpose template provided for information only. It is not legal advice, it does not create a lawyer-client relationship, and nobody has reviewed it against your situation.

Laws differ by country, state and province, and they change. A clause that is standard in one place can be unenforceable — or illegal — in another. Terms that are ordinary between two businesses can be void in a consumer or employment context.

Read every clause before you use it, fill in every blank, and delete anything that does not apply. For anything high-value, unusual, or that you could not afford to lose a dispute over, have a qualified lawyer in your jurisdiction review it before it is signed.

How to use this template

1. Read it end to end and delete any clause that does not apply to you. Blanks are shown as a grey label on a line.
2. Need the other party to sign too, with an audit trail and a tamper-evident seal? That is what the paid product does.

Employment Offer Letter

This letter is dated [Date] and is addressed to [Candidate full name] of [Candidate address] (the "Candidate") from [Employer full legal name] (the "Company").

Dear [Candidate first name], on behalf of the Company, I am pleased to offer you the position of [Job title], reporting to [Manager name or title]. This letter sets out the key terms of that offer. It is a summary for you to review and accept — it is not itself the agreement that will govern your employment if you join us, and it does not replace any separate employment agreement, offer of an at-will relationship, confidentiality agreement, or policy acknowledgment the Company may ask you to sign once you start.

1. Position and Start Date

Your title will be [Job title], and your anticipated start date is [Start date], subject to the conditions below. Your work location will be [Work location, e.g. remote / office address], and your schedule will be [Schedule, e.g. full-time, Monday-Friday].

This offer is for [Employment basis, e.g. an at-will position with no fixed term / a fixed term ending on [date]]. Nothing in this letter guarantees employment for any particular length of time beyond what that basis states.

2. Compensation

Your starting compensation will be [Compensation, e.g. \$X per year, paid biweekly], less applicable withholdings, paid on the Company's regular payroll schedule.

You will also be eligible for [Bonus, commission, or equity, if any — or state "no additional compensation at this time"], subject to the terms of any applicable plan.

3. Benefits

You will be eligible to participate in the Company's benefits programs, currently including [Benefits summary, e.g. health insurance, paid time off, retirement plan], subject to each program's eligibility rules and the Company's right to change or discontinue any program at its discretion.

4. Conditions of This Offer

This offer is conditional on each of the following, to be completed before your start date:

- (a) satisfactory completion of a background and/or reference check;
- (b) proof of your legal eligibility to work in the country of employment (e.g. Form I-9 or the local equivalent) as required by law;
- (c)

[Additional condition, if any, e.g. a signed confidentiality agreement, drug screening, or license verification — or delete if none] .

5. At-Will Basis (if applicable)

If your employment is at-will, either you or the Company may end the employment relationship at any time, with or without cause or notice, and this letter does not change that. If your position is instead for a fixed term, the term and any early-termination provisions will be set out in the separate employment agreement referenced below.

6. Confidentiality and Company Policies

As a condition of employment, you will be asked to sign the Company's standard confidentiality (and, where applicable, invention assignment) agreement, and to acknowledge the Company's employee handbook and policies then in effect. Those documents, not this letter, govern confidentiality, intellectual property, and workplace conduct.

7. Entire Understanding of This Offer

This letter states the complete terms of the Company's offer and replaces any earlier oral or written discussion of them. It is not an employment contract and does not limit the Company's ability to modify compensation, benefits, or job duties after your start date, consistent with applicable law and any separate agreement you and the Company later sign.

8. Acceptance

To accept this offer, please sign and date below and return this letter by [Acceptance deadline] . This offer expires if we have not received your signed acceptance by that date.

We are excited about the possibility of you joining [Employer full legal name] , and are happy to answer any questions before you decide.

In agreement with the terms above, the parties have signed below on the dates written beside their signatures.

Employer

Signature: _____

Printed name: _____

Company: _____

Title: _____

Date: _____

Candidate

Signature: _____

Printed name: _____

Date: _____