

Offer Letter Checklist

Action Checklist — ClearLegalTips.com (2026)

Extend a clean, compliant offer.

Step 1 — Define the Role

- ☐ Set title, department, and reporting line
- ☐ Set full-time/part-time and exempt/non-exempt correctly

Step 2 — Pay & Start

- ☐ Stated salary/rate and pay frequency
- ☐ Set the start date

Step 3 — Protect

- ☐ Included the at-will paragraph
- ☐ Listed contingencies (background, I-9, references, agreements)

Step 4 — Send & Onboard

- ☐ Added signature lines and acceptance deadline
- ☐ Collected I-9 + W-4 and signed agreements on accept
- ☐ Filed the signed offer letter

INSTRUCTIONS FOR USE

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