

EMPLOYMENT OFFER LETTER

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EMPLOYMENT OFFER LETTER

[DATE]

Company name / address: _____

Candidate name / address: _____

Dear [CANDIDATE], we are pleased to offer you the following position with [COMPANY].

1. Position

Job title: _____

Department / reports to: _____

Full-time / part-time: _____

Exempt / non-exempt (FLSA): _____

2. Compensation

Salary or hourly rate: _____

Pay frequency (e.g., bi-weekly): _____

3. Start Date

Expected first day: _____

4. At-Will Employment

Your employment with [COMPANY] is at-will, meaning either you or the Company may end it at any time, with or without cause or notice. Nothing in this letter creates a contract of employment for any specific period.

5. Contingencies

This offer is contingent upon:

- ☐ Satisfactory background check (with your consent)
- ☐ Proof of work authorization (Form I-9)
- ☐ Reference checks
- ☐ Signing the Company's confidentiality / IP-assignment agreement

6. Benefits

Brief benefits summary (refer to plan documents): _____

7. Acceptance

To accept, sign below and return by [DEADLINE].

Employer signature / title / date: _____

Candidate signature / date: _____

INSTRUCTIONS FOR USE

Complete the bracketed fields, delete anything that does not apply, sign, and keep with your records.

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