

DISCLAIMER

This job offer template is provided for general informational purposes only and does not constitute legal advice. Employment laws vary by state and situation. Use of this template does not create an attorney–client relationship. You should review and adapt this template to fit your specific circumstances and consult with a licensed attorney in your state to ensure compliance with applicable laws.

[COMPANY NAME]
[COMPANY ADDRESS]

[APPLICANT NAME]
[APPLICANT ADDRESS and EMAIL]

Offer of Employment – [JOB TITLE]

[DATE]

Dear [EMPLOYEE FIRST NAME],

We are pleased to offer you the position of [JOB TITLE] at [COMPANY] ("Company"). This position is based in our [CITY AND STATE] office and reports directly to [TITLE OF MANAGER].

I. Position Details

Job Title: [JOB TITLE]

Start Date: [START DATE]

Work Schedule: [Full-time/Part-time] (approximately [#] hours/week)
Monday through Friday

Work Location: Remote or hybrid or on-site (LOCATION)

Duties and Responsibilities

Your primary responsibilities will include:

- (1) [JOB TASKS AND RESPONSIBILITY]
- (2) [JOB TASKS AND RESPONSIBILITY]
- (3) [JOB TASKS AND RESPONSIBILITY]
- (4) [JOB TASKS AND RESPONSIBILITY]
- (5) Performance benchmarks [YOUR EXPECTATION]

Employment Relationship

Employment with [COMPANY NAME] ("Company") is for no specific period of time. Your employment with the Company will be "at will," meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause, and with or without notice. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you.) You agree to devote your full business time, attention, and best efforts to the performance of your duties and to the furtherance of the Company's interests.

II. Compensation

(1) **Base Salary:**

\$XX,000 per month, paid in accordance with our standard payroll schedule.

(2) **Commission Structure:**

Commission 1:

[DETAILS]

Commission 2:

[DETAILS]

Commission 3:

[DETAILS]

Commission Conditions:

[YOUR COMMISSION CONDITIONS]

Tax withholding

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

Tax advice

You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

III. Benefits

As a full-time employee, you are entitled to:

- (1) Paid Vacation: XX business days of paid vacation per calendar year.
- (2) Company Holidays: All U.S. federal holidays and additional company-designated non-working days.
- (3) Individual medical and dental insurance up to \$X00 per month starting after X-month of employment.

IV. Privacy and Confidentiality Agreements

Privacy Agreement

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

Conflict of Interest policy

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Proprietary Information and Inventions Agreement

Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.

V. Termination Conditions

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

VI. Interpretation, Amendment and Enforcement

This letter agreement supersedes and replaces any prior agreements, representations, or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement by [DATE]. Upon your acceptance of this employment offer, [COMPANY] will provide you with the necessary paperwork and instructions.

By accepting this offer, you confirm that you are able to accept this job and carry out the work involved without breaching any legal restrictions on your activities, such as restrictions imposed by a current or former employer. You also confirm that you will inform the Company about any such restrictions and provide the Company with as much information about them as possible, including copies of any agreements between you and your current or former employer describing such restrictions on your activities.

You further confirm that you will not remove or copy any documents or proprietary data or materials of any kind, electronic or otherwise, from your current or former employer to the Company without written authorization from your current or former employer, nor will you use or disclose any such confidential information during the course and scope of your employment with the Company. If you have any questions about the ownership of particular documents or other information, discuss such questions with your former employer before removing or copying the documents or information

Sincerely,

[FIRST NAME LAST NAME / TITLE]

Acceptance of Offer

DATE _____

I have read and understand all the terms of the offer of employment set forth in this letter and I accept each of those terms. I also understand and agree that my employment is at-will and, with the exception of a subsequent written agreement signed by an authorized Company representative, no statements or communications, whether oral or written, will modify my at-will employment status. I further understand that this letter is the Company's complete offer of employment to me, and this letter supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to my employment. I have not relied on any agreements or representations, express or implied, that are not set forth expressly in this letter.

Applicant (Sign)

Applicant (Print)
