|  |
| --- |
| Offer of Employment |

# <DATE>

<NAME>

<STREET ADDRESS>

<CITY, STATE, ZIP CODE>

Dear <FIRST NAME>:

It is with great pleasure that I offer you the <NAME OF POSITION> position at <NAME OF COMPANY>. I know that you will be a great asset to <COMPANY NAME> and to the <name of position> position in particular. I wanted to once again outline below the salary and benefits of this position:

**Start Date:** To be determined

**Salary:** <SALARY/HOURLY WAGE>

<OPTIONAL IF ALSO ON COMMISSION/BONUS PLAN>

This position is also eligible for a year-end bonus, which is determined by the % of goal attained as outlined in the ‘00-’01 Sales Goals (see attached).

**Holidays:** <COMPANY NAME> observes 9 paid holidays **each year**

**Vacation:** After one year of employment <#> week

After two years of employment <#> weeks

After three to seven years of employment <#> weeks

Over 7 years of employment <#> weeks

**Personal Days:** One personal day will be issued after 6 months of employment. After one year, 2 personal days are granted per year.

**Sick Days:** 0-6 months <#> days

6 months to 1 year <#> days

1+ years <#> days/yr

**Retirement Plan:** Available to all full time <COMPANY NAME> Employees. Each February 1 and August 1, employees who have completed at least 6 consecutive months of service are eligible to enter <COMPANY NAME> 401(k) Retirement Savings Plan.

**Health Plan:** Health and dental insurance are eligible for benefits the first of the month after 30 days of employment. <COMPANY NAME> covers <#>% of the premium for health and <#>% of the premium for dental.

Please feel free to contact me with any further questions or concerns that you may have. I can be reached at <PHONE NUMBER>.

I am very excited about you joining <COMPANY NAME>. I look forward to working with you very soon!

Warmest regards,

<NAME OF PERSON MAKING OFFER>

<JOB TITLE>