

**SAMPLE WRITTEN NOTICE FOR EMPLOYMENT**



Dear \_\_\_\_\_,

On behalf of (Company Name), I am pleased to offer you a position as (Title). In this capacity, your salary will be \$\_\_\_\_\_.\_\_ per pay period, which is equivalent to a rate of \$\_\_\_\_\_.\_ per year. The pay date for our company is (Day of Week, Frequency).

You will report to (Manager) in the (Department). We would like you to start work on (Date).

The position for which you are being hired requires that you obtain [i.e. licensure, security clearance, etc.]. If you are unable to obtain the requirement, it will not be possible for you to work in this position. Your employment with [Company] in an alternate position that does not require [i.e. licensure, security clearance, etc.] will depend on the availability of such a position for which the [Company] determines you may be qualified.

The offer described above is contingent upon the results of your reference/background check.

Your employment is also contingent upon the following document being completed, signed and returned to [Name] on your first day of work:

[Please list any other required forms or documents.]

A summary of your benefits is enclosed with this letter. If you have any questions, please contact [Name] of [Department].

We look forward to hearing from you about this offer. Please indicate your acceptance of our offer by signing below and returning one copy of the letter, with your original signature, to me no later than [date].

Sincerely,

\_\_\_\_\_

\_\_\_\_\_

[Company Representative]

Signature

I accept/decline (please circle one) [Company's] offer of employment. I understand that my employment with [Company] is considered "at will," meaning that either the company or I may terminate this employment relationship at any time with our without cause or notice.

\_\_\_\_\_

\_\_\_\_\_

Print Name

Signature