

# Preliminary Employment Agreement

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to offer you a preliminary employment agreement for the position of [Job Title] at [Company Name]. This agreement outlines the terms and conditions of your employment, pending the completion of necessary background checks and other requirements.

## Position

Your job title will be [Job Title], and you will report to [Supervisor's Name]. Your expected start date is [Start Date].

## Compensation

Your initial salary will be [Salary] per [hour/year], payable in accordance with the company's standard payroll schedule.

## Work Schedule

Your regular working hours will be [Days/Hours], with additional hours as necessary to meet the needs of the position.

## Confidentiality

By accepting this agreement, you agree to maintain the confidentiality of any proprietary information related to [Company Name].

## At-Will Employment

Please note that this employment arrangement is at-will, meaning that either party may terminate employment at any time, with or without cause, and with or without notice.

If you agree to the terms outlined above, please sign and date this letter below. This agreement is contingent upon successful completion of our hiring process.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]

---

[Employee Name] Signature

Date: \_\_\_\_\_