

Proposed Job Contract

Date: [Insert Date]

[Employer's Name]

[Company's Name]

[Company's Address]

Dear [Employer's Name],

We are pleased to offer you the position of [Job Title] at [Company's Name], effective [Start Date]. This letter outlines the terms of your employment as discussed during the interview process.

Job Title:

[Job Title]

Job Responsibilities:

[Briefly outline job responsibilities]

Compensation:

Your salary will be [Salary Amount], payable [Frequency].

Benefits:

You will be entitled to [list benefits such as health insurance, vacation days, etc.].

Employment Status:

This position is [Full-time/Part-time/Contract].

Conditions of Employment:

Your employment with [Company's Name] is contingent upon [any conditions, such as background checks, drug tests, etc.].

We believe that your skills and experience will be a valuable addition to our team. Please indicate your acceptance of this offer by signing and returning a copy of this letter.

We look forward to welcoming you to [Company's Name].

Sincerely,

[Your Name]

[Your Title]

[Company's Name]

Accepted by:

[Employee's Name]

Date: _____