

Employment Contract Offer

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you a full-time position at [Company Name] as a [Job Title]. Your expected start date is [Start Date]. This offer is contingent upon the successful completion of background and reference checks.

Your starting salary will be [Salary Amount] per year, paid on a [bi-weekly/monthly] basis. In addition, you will be eligible for our benefits package, which includes [briefly list key benefits such as health insurance, retirement plans, etc.].

As part of your employment, you will be required to adhere to our company policies and procedures, which will be provided to you upon your start date.

Please sign and return this letter by [Response Deadline] to confirm your acceptance of this offer. We are excited about the possibility of you joining our team!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Acceptance Signature: _____

Date: _____