

Employment Contract Proposal

Date: [Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you the position of [Job Title] at [Company Name] starting from [Start Date]. This proposal outlines the terms and conditions of your employment.

Position

Your role will involve [brief description of job responsibilities].

Compensation

Your starting salary will be [Salary Amount] per [hour/week/month/year], payable in [frequency of payment].

Benefits

You will be eligible for the following benefits: [list of benefits].

Work Schedule

Your standard working hours will be [days and hours], with the understanding that flexibility may be required.

Employment Terms

Your employment will be subject to a probationary period of [duration]. The contract will be [duration/type of contract].

Please indicate your acceptance by signing below and returning this document by [deadline date].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Acceptance of Offer:

[Employee's Name]

Date: _____