

Employment Contract

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to offer you employment with [Company Name] as a [Job Title]. This letter outlines the terms and conditions of your employment.

1. Position

Your position will be [Job Title], reporting to [Supervisor Name]. Your start date will be [Start Date].

2. Compensation

Your starting salary will be [Salary Amount], payable bi-weekly.

3. Benefits

You will be eligible for the following benefits: [List Benefits].

4. Work Schedule

Your regular work hours will be [Work Hours].

5. Employment At-Will

Your employment with [Company Name] is at will, meaning either you or the company can terminate the employment relationship at any time, with or without cause.

Acceptance

Please sign and return this letter by [Return Date] to confirm your acceptance of this offer.

We look forward to welcoming you to the team!

Sincerely,

[Your Name]

[Your Job Title]
[Company Name]

Employee Signature

[Employee Name]

Date: _____