

# Legal Proposal for Employment Agreement

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to formally propose an employment agreement between [Company's Name] and you. This proposal outlines the terms and conditions of your employment.

## Position

Your title will be [Job Title], and you will report directly to [Supervisor's Name].

## Compensation

Your starting salary will be [Salary Amount] per [Year/Month/Hour], payable in accordance with our standard payroll schedule.

## Benefits

As part of your employment, you will be eligible for [List Benefits].

## Start Date

Your expected start date will be [Start Date].

## Acceptance of Terms

Please review this proposal carefully. If you agree to the terms outlined above, please sign and return a copy of this letter by [Response Date].

We are excited about the prospect of you joining our team, and we look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Accepted by:

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[Employee's Name]

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