

## SAMPLE JOB OFFER LETTER

Dear Mr./Mrs. \_\_\_\_\_:

Thank you for interviewing with us. We are happy to offer \_\_\_\_\_ position to you dependent on you meeting the following additional requirements.

1. You provide evidence of having a current \_\_\_\_\_ license.
2. You take and pass a pre-employment drug screening pursuant to our policy.
3. You take and pass a pre-employment physical for this position pursuant to our policy.
4. You present documentation on or before your first day of work sufficient to meet the INS I-9 requirements for permanent work in the United States.

If this offer is accepted and you meet these criteria, your beginning salary/hourly wage will be \_\_\_\_\_.

Employment will commence on \_\_\_\_\_ unless the results of your pre-employment drug test and physical are not yet medically approved, in which case, employment will commence on a date soon after to be determined with you.

Under our current benefits plans, you will/will not be eligible for company benefits after having worked \_\_\_\_\_ days.

This offer will be open until \_\_\_\_\_ (date), so please let us have your reply by the end of that business day.

Signature