

Sample: Nonexempt Position Offer Letter

Company Letterhead

[Date]

[Name]

[Address]

[City, State, Zip]

Dear [Name]:

We are pleased to offer you the full-time position of [Position] at [Company Name], effective [Date]. In this capacity you will report to [Name].

You will be paid an hourly rate of [Rate], and will be eligible for overtime for those hours worked over 40 hours in a normal workweek. In this position you will be eligible for employer provided benefits that will be explained in detail by our human resources specialist.

Additionally, we are required by the Immigration Reform and Control Act (IRCA) to obtain proof that you are authorized to work in the United States. On your first day of work you will be asked for documents that demonstrate your eligibility for employment in the U.S. Please reference the attachment that outlines the documents that are acceptable proof for the I-9 employment eligibility form which must be completed no later than three business days from the start of employment.

[Name] we feel that your experience will be a great addition to our team. We are all committed to creating a company of great value and believe that your contribution in this area will help us toward that goal.

I look forward to your formal acceptance of this offer. Please sign and return the duplicate letter to my attention via hard copy. If I can answer any questions for you, please don't hesitate to contact me directly.

Very truly yours,

[Name]

[Title]

I accept this offer of employment and will begin work on [date]_____

Signature:_____ Date:_____