



Sample Offer Letter¹

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[Name of Employee]
[Address]

Dear [Employee]:

We are pleased to offer you the position of [Job Title] with [Name of Company]. In this position you will be reporting to [Name of Supervisor].

Your bi-weekly compensation will be _____ (_____ annualized). *In addition, you may be eligible for a bi-annual bonus of _____, paid at the discretion of the Company based on the attainment of goals set by your supervisors.* As a regular full-time employee, you will be eligible to participate in benefit programs offered by the Company to its employees. Please note that these benefits are subject to change at any time, at the discretion of the Company. *Our current benefits package includes _____.*

Your employment with us will be on an at-will basis, with either you or the Company free to terminate the relationship at any time, for any reason.

On your first day of employment, you will be required to provide proof of eligibility for employment in the United States.

This offer shall remain effective until _____ and is contingent upon your signing our Confidentiality [and Non-Competition] Agreement. The Agreement prohibits the disclosure of our confidential or proprietary information or trade secrets. Similarly, we respect the confidentiality of trade secrets of other companies and prohibit you from using such information for our benefit. This Company does not seek, nor does it expect to receive, any information protected as a trade secret.

[Please note that your employment will be subject to the results of a background check, to be conducted by _____. An authorization form is enclosed, which should be completed by you and returned to _____.]

This letter sets forth our entire understanding regarding the terms of our employment offer, and supersedes and replaces all prior communications, oral or written, on the subject.

Please contact me to confirm your desire to commence employment, and to confirm your start date. We are looking forward to working with you!

Sincerely,

¹ NOTE: THIS DOCUMENT IS ONLY INTENDED AS A SAMPLE, AND SHOULD NOT BE RELIED ON AS LEGAL ADVICE, OR AS A "FORM". EVERY SITUATION MUST BE HANDLED ACCORDING TO ITS OWN UNIQUE FACTS. CONSULT WITH EMPLOYMENT COUNSEL BEFORE USING THIS DOCUMENT.