## **Offer Letter Template**

## [Customize the bracketed material]

[Date]

Dear [Prospective Employee's Name]:

This letter is to confirm our offer to you of a position at [Company Name] as [Job Title] in [Department Name]. In this [full-time/part-time], [non-exempt/exempt] position, you will be reporting directly to [Supervisor]. As of now, your anticipated start date is (Day of Week, Month, Date, Year).

We are offering you a [base salary/hourly rate] of $[X,XXX] per [bi-weekly/weekly/semi-monthly/monthly] pay period, which on an annualized basis is approximately $[Yearly Pay]. Our current payroll schedule issues paychecks on [the 15th and last day of each calendar month/every other Friday]. [Direct deposit is required/Checks are (mailed to your home address /distributed by your supervisor / available for pick up in the finance office.)\*]

[You are eligible for participation in the [Company Name] annual incentive plan, per our Company policy. The targeted annual bonus for this position [is [$X,XXX] ([X percent] of base salary)]. The bonus is payable as long as you are employed through the end of the calendar year on which the bonus is based. This bonus plan is subject to change at any time.]

You are also entitled to participate in [group medical and dental insurance, group life insurance, a 401(k) plan, etc.]. [Company Name] will also supply you with necessary equipment [vehicle, laptop, cell phone] for use on company business.

You are eligible for [X hours, days, weeks] paid time off (PTO).

[Employment with [Company Name] is contingent on successfully passing all of our pre-employment screening, including but not limited to a drug test and criminal background check.]

[You are required to sign a non-disclosure/non-compete/non-solicitation agreement as a condition of employment.]

Please be aware that employment with [Company name] is voluntarily entered into by you and you are free to resign at will at any time. Similarly, [Company name] may terminate your employment relationship at will at any time, in accordance with all applicable employment laws and regulations. This letter is not an employment agreement. No commitment to a minimum term of employment with [Company Name] is made or construed by this letter.

On your first day of work, please bring proof of identity and a document establishing your eligibility to work in the United States (for example: birth certificate, unrestricted social security card, work visa, etc.). Please refer to the attached I-9 List of Acceptable Documents for the full list. This information must be provided to [Company Name] in accordance with the Immigration Reform and Control Act (IRCA) within three (3) business days of your employment.

Please let me know by [date] that you accept this offer by calling me at [telephone number] or sending me an email at [email address] and returning a signed copy of this offer letter.

We have great confidence in your ability to significantly contribute to the future success of [Company Name]. I look forward to working with you to build that success!

Sincerely,

[Name and title of company official]

Accepted and Agreed To:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

\*NC law § 95-25.13 requires, at time of hire, written notification of promised wages, day and place of payment for all employees. Promised wages includes regular rate of pay, sick and vacation, PTO, non-discretionary bonuses, commissions, etc. Place is interpreted to also mean “method,” for example direct deposit.

SC law §41-10-30 requires the above listed information as well as, the normal hours of work (i.e., number or range of hours) per week, day, other, etc.) and deductions to be made from wages such as insurance deductions.