



Day, Month XX, XXXX

Company NameCity, IN

Dear Applicant's Name,

It is with pleasure that we offer you the position of position name with company name. We trust that your knowledge, skills and experience will be among our most valuable assets.

Comment [LM1]: Insert PART TIME; FULL TIME; TEMPORARY; SUBSTITUTE

Should you accept this job offer, per company policy you'll be eligible to receive the following beginning on your hire date.

- **Salary:** \$XXX per week, payable in biweekly pay cycles
- **Performance Bonuses:**
- **Stock Options:**
- **Benefits:**
- **401(k) retirement account**
- **Annual stock options**
- **Child daycare assistance**
- **Education assistance**
- **Health, dental, life and disability insurance**
- **Profit sharing**
- **Sick leave**
- **Vacation and personal days**

Comment [LM2]: Confirm this

To accept this job offer:

1. Sign and date this job offer letter where indicated below.
2. Sign and date the enclosed Non-Compete Agreement where indicated.
3. Sign and date the enclosed Confidentiality Agreement where indicated.
4. Return **all pages** of the signed and dated documents listed above back to us by Day, Month XX. A copy of each document is enclosed for your records.
5. Attend new-hire orientation on Day, Month XX, beginning at X a.m., at location.

Comment [LM3]: Include only if applicable

To decline this job offer:

1. Sign and date this job offer letter where indicated below.
2. Mail **all pages** of this job offer letter back to us by Day, Month XX.

If you accept this job offer, your hire date will be on the day that you attend new-hire orientation. Plan to work for the remainder of the business day after new-hire orientation ends.

We, at company name, hope that you'll accept this job offer and look forward to welcoming you aboard.

Sincerely,

Name
Position of person above

Accept Job Offer

By signing and dating this letter below, I, Applicant Name, accept this job offer of the position of position name with company name.

Comment [LM4]: Insert PART TIME; FULL TIME; TEMPORARY; SUBSTITUTE

Signature: _____ Date: _____

Decline Job Offer

By signing and dating this letter below, I, **Applicant Name**, decline this job offer the **position** of **position name** with **company name**.

Signature: _____ Date: _____

Comment [LM5]: Insert PART TIME; FULL TIME; TEMPORARY; SUBSTITUTE