OFFER LETTER TEMPLATE

Date: ____/____/____

Candidate Name: _____

Candidate Address: _____

Candidate Email: _____

Candidate Phone: _____

Dear _____ ,

We are pleased to extend to you an offer of employment with

_____ (the "Company"). This offer is contingent upon the

successful completion of all pre-employment screenings and verifications as required by the

Company, including but not limited to background checks, reference checks, and verification of

qualifications.

1. POSITION

You will be employed in the position of _____ (the

"Position"), reporting to _____ (the "Supervisor"). Your

expected start date will be the _____ day of

_____ , 20 _____ . You

acknowledge that the Company reserves the right to change your Supervisor or reporting

structure at its discretion.

2. COMPENSATION

Your starting salary will be $ _____ per annum, payable in accordance with the Company's standard payroll practices. You will also be eligible for the following benefits: _____ . The Company reserves the right to modify compensation and benefits at its discretion, subject to applicable law.

3. DUTIES AND RESPONSIBILITIES

You will perform the duties and responsibilities as outlined in the job description provided to you and as directed by your Supervisor. You agree to devote your full business time and best efforts to the performance of your duties. You agree to comply with all Company policies and procedures as may be amended from time to time.

4. AT-WILL EMPLOYMENT

Your employment with the Company is "at-will," meaning that either you or the Company may terminate the employment relationship at any time, with or without cause or notice. This at-will employment relationship cannot be changed except in a written agreement signed by you and an authorized representative of the Company.

5. CONFIDENTIALITY

You agree to maintain the confidentiality of all proprietary information of the Company and to comply with any confidentiality agreements you may be required to sign. This obligation shall survive the termination of your employment with the Company.

6. INTELLECTUAL PROPERTY

You agree that any work product or intellectual property developed by you during your employment with the Company shall be the sole property of the Company. You agree to assign all rights, title, and interest in such work product or intellectual property to the Company.

7. GOVERNING LAW

This Offer Letter shall be governed by and construed in accordance with the laws of the State of

_____ , without regard to its conflict of law principles. Any legal action or proceeding arising under this Offer Letter shall be brought exclusively in the courts located in _____ County, State of

_____ .

8. SEVERABILITY

If any provision of this Offer Letter is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect. The invalid or unenforceable provision shall be deemed modified to the extent necessary to render it valid and enforceable.

9. ENTIRE AGREEMENT

This Offer Letter, along with any attachments and referenced documents, constitutes the entire agreement between you and the Company regarding your employment and supersedes all prior agreements, whether written or oral.

10. AMENDMENT

This Offer Letter may only be amended or modified by a written agreement signed by both you and an authorized representative of the Company.

11. NOTICES

Any notices required or permitted under this Offer Letter shall be in writing and delivered to the addresses provided above. Notices shall be deemed given when delivered personally, sent by email with confirmation of receipt, or sent by certified mail, return receipt requested.

12. ACCEPTANCE

Please indicate your acceptance of this offer by signing and returning a copy of this letter by the _____ day of _____ ,

20 _____ . Failure to return a signed copy by this date may result in the withdrawal of this offer.

We look forward to welcoming you to the Company.

Sincerely,

_____

Title: _____

Company: _____

Signature: _____

Date: _____

Print Name: _____

Candidate Acceptance:

Signature: _____

Date: _____

Print Name: _____

Witness:

Signature: _____

Date: _____

Print Name: _____

Notary Public:

Signature: _____

Date: _____

Print Name: _____

Commission Expiry: _____