Offer letter: hourly employee

[Company name]
[Address]

[Date]

Dear [Candidate first name],

Thank you for interviewing with us. We are happy to offer you the job of [Job title] at [location name], reporting to [Manager name].

Your details:
- Start date and first shift: [Day, date], [start time] to [end time]
- Pay rate: $[00.00] per hour
- Overtime: This is a non-exempt position. You will be paid 1.5 times your regular rate for hours worked over 40 in a workweek[, and any daily overtime required by state law]. Overtime must be approved by your manager in advance.
- Workweek: [Sunday 12:00 a.m. through Saturday 11:59 p.m.]
- Expected hours: about [___] hours a week. Hours vary with the posted schedule.
- Paydays: [every other Friday], for the pay period ending [the Sunday before]
- Breaks and meals: [Describe meal and rest break policy, following state law]
- Tips: [If applicable: how tips are pooled or paid]
- Uniform or equipment: [What the company provides and what you need to bring]

You will record your hours with [time clock app, kiosk or paper time card] every shift, including meal breaks.

On your first day, please bring documents for Form I-9 (see the list of acceptable documents on uscis.gov) and your bank details if you want direct deposit.

Employment with [Company name] is at will. This means that you or the company may end the employment relationship at any time, with or without cause or notice. Nothing in this letter is a contract for a fixed term of employment.

Please reply or sign below by [deadline date] to accept.

Welcome aboard,

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[Name]

[Title]

Acceptance

I accept this offer on the terms above. I understand that my employment is at will and that this letter is not a contract for any fixed period of employment.

Candidate signature	Date
For the company	Date

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