Offer letter: remote employee

[Company name]
[Address]

[Date]

Dear [Candidate first name],

We are pleased to offer you the fully remote position of [Job title], reporting to [Manager name and title].

- Start date: [Start date]
- Work location: You will work from your home in [City, State]. Please tell us before you move to another state, because your work state decides which payroll taxes and employment laws apply.
- Pay: $[amount] per [hour / year], paid [frequency]. Classification: [non-exempt, overtime eligible / exempt].
- Working hours: [core hours and time zone], [___] hours a week. [Non-exempt: record all time worked, including time spent on email or chat outside your shift.]
- Equipment: We will ship you [laptop, headset, monitor] before your start date. It remains company property and must be returned when your employment ends.
- Expenses: We will [reimburse internet and phone costs up to $___ per month / pay a $___ monthly stipend].
- Travel: [Expected in-person meetings per year, paid by the company.]
- Benefits: [summary]

Before your first day we will send you remote onboarding forms. For Form I-9 we will [arrange an in-person document review / use the remote document examination process available to E-Verify employers] within three business days of your start date.

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 sign below by [deadline date].

Sincerely,

Free template from workzenly.com

[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

Free template from workzenly.com