Offer letter: salaried exempt employee

[Company name]
[Address]

[Date]

Dear [Candidate first name],

On behalf of [Company name], I am pleased to offer you the full-time position of [Job title], reporting to [Manager name and title]. We were impressed by [one specific thing from the interviews] and believe you will make a real difference to [team or goal].

Compensation
- Base salary: $[00,000] per year, paid [twice a month / every other week] ($[0,000.00] per pay period)
- Classification: Exempt. This position is not eligible for overtime pay under the Fair Labor Standards Act[and state law].
- Bonus: [Describe any bonus plan, target and how it is decided, or delete]
- Salary review: [Annually in month]

Benefits
- Health, dental and vision insurance starting [date], with the company paying [___%] of the employee premium
- [___] days of paid time off per year, accruing [per pay period], plus [___] paid holidays
- 401(k) plan [with a match of ___%] after [eligibility period]
- [Other benefits: phone stipend, training budget, commuter benefits]

Start date and location: [Start date], at [office address / hybrid: ___ days a week in the office]

Conditions: This offer depends on [proof of identity and work authorization for Form I-9 / a background check / signing our confidentiality agreement].

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.

This offer is open until [deadline date]. To accept, sign below and return a copy to me.

Free template from workzenly.com

Sincerely,

[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