

DISCLAIMER

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**OFFER OF EMPLOYMENT:** general form letter

Dear \_\_\_\_\_:

I am pleased to offer you employment as a(n) \_\_\_\_\_*[describe position]* at our company in \_\_\_\_\_*[city]*, \_\_\_\_\_*[state]* at a rate of \$\_\_\_\_\_ per \_\_\_\_\_*[hour or day or week or month, as the case may be]*. As we have discussed, your work schedule will be \_\_\_\_\_*[Monday through Fridays from 9 a.m. to 5 p.m. or other schedule as the case may be]*. Your first day of work will be \_\_\_\_\_*[date]*. Either you or I can terminate this employment relationship for any reason by giving \_\_\_\_\_*[amount of time]* notice.

Enclosed are two copies of a contract of employment that constitutes all of our agreements and understandings regarding your employment. There are no other written agreements regarding your employment and no one else is authorized to make any other agreements. If you choose to accept this offer of employment, return a signed copy of this contract to me by \_\_\_\_\_*[date]*. I hope you will accept this offer of employment. Thank you for your time and attention to this matter.

*[Signature of employer]*