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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]