[Date]

Dear [Name]:

I am very pleased to formally confirm our offer to you for the role of [*NAME OF POSITION*]. This role will be [*insert status, i.e, full time, part-time, etc*] reporting to (insert manager} with a base rate of $\_\_\_\_\_ per hour.

Your start date will be: [*insert start date*]

This organization operates on high ethical standards; therefore, this offer of employment is subject to receipt of no inappropriate findings as a result of a search of your criminal and credit background. Your consent for the release of this information is necessary, and you are required to read and sign the Certification and Authorization form in your onboarding documents.

Notwithstanding anything in this letter or any other communications to the contrary, the

employment relationship between you and the organization shall at all times remain at-will. Accordingly, either you or the organization may terminate the employment relationships at any time and for any reason with or without notice, except as prohibited by law.

If you accept the above terms, please sign below. We look forward to having you join our team.

Sincerely,

{Title:}

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[candidate’s signature]*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date