

OFFER LETTER

This is a customizable starting template, not a finished legal document. Replace every [BRACKETED] field with your specifics, delete or adapt any clause that does not fit your arrangement, and have a licensed attorney in the governing jurisdiction review it before you or anyone else signs. CyberSygn is not a law firm and this template is not legal advice.

[COMPANY LETTERHEAD]

[DATE]

[CANDIDATE FULL NAME] [CANDIDATE ADDRESS]

Dear [CANDIDATE FIRST NAME],

This letter (this "Offer Letter") confirms the offer of employment from [COMPANY LEGAL NAME], a [STATE] [ENTITY TYPE] (the "Company"), to [CANDIDATE FULL NAME] (the "Employee"). The Company and the Employee are each a "Party" and together the "Parties."

Recitals. The Company wishes to employ the Employee, and the Employee wishes to accept employment, on the terms set out below. This Offer Letter describes the principal terms of the position; it is not an employment contract for a fixed term and does not guarantee employment for any specific period. By signing, the Employee accepts the offer and the terms below.

1. Position and Start Date

1.1 Position. The Company offers the Employee the position of [JOB TITLE], reporting to [MANAGER NAME / TITLE].

1.2 Start date. The Employee's anticipated first day of work is [START DATE], or another date the Parties agree in writing.

1.3 Duties. The Employee will perform the duties customary to the position and any other duties reasonably assigned by the Company, and will follow the Company's lawful policies and reasonable instructions.

1.4 Classification. This position is classified as [FULL-TIME / PART-TIME] and [EXEMPT / NON-EXEMPT] for wage-and-hour purposes under applicable law.

2. Compensation

2.1 Base pay. The Company will pay the Employee [\$AMOUNT per year / \$RATE per hour], payable in accordance with the Company's standard payroll schedule and subject to all applicable withholdings and deductions.

2.2 Overtime. If the position is non-exempt, the Employee is eligible for overtime pay as required by applicable law for hours worked beyond the legal threshold.

2.3 Bonus or commission. [OPTIONAL: The Employee is eligible for a target bonus of [PERCENT]% / commission under the plan described in [REFERENCE], subject to the terms of that plan.] Any such pay is governed solely by the applicable plan and is not guaranteed.

2.4 Pay reviews. The Company may review and adjust compensation from time to time. No increase is promised or guaranteed by this Offer Letter.

3. Benefits

3.1 Benefit eligibility. The Employee will be eligible to participate in the Company's benefit plans (such as health insurance and retirement plans) on the same terms as similarly situated employees, subject to each plan's eligibility rules and terms.

3.2 Paid time off. The Employee will accrue or receive paid time off in accordance with Company policy and applicable law.

3.3 Plan changes. The Company may add, change, or end any benefit plan at any time, consistent with applicable law and plan terms.

4. At-Will Employment

4.1 At-will relationship. Unless applicable law provides otherwise, the Employee's employment is at will. This means that either the Employee or the Company may end the employment relationship at any time, with or without cause and with or without advance notice.

4.2 No fixed term. Nothing in this Offer Letter, and no Company policy, practice, or statement, creates a contract of employment for any fixed period or limits the at-will nature of the relationship.

4.3 Changes to terms. The Company may change the terms of employment, including duties, compensation, and benefits, on a going-forward basis, consistent with applicable law.

5. Conditions of Employment

5.1 Authorization to work. This offer is contingent on the Employee providing, within the time required by law, documentation establishing identity and legal authorization to work in **[COUNTRY]**.

5.2 Background and references. This offer is contingent on the Company's satisfactory completion of **[BACKGROUND CHECK / REFERENCE CHECK / OTHER SCREENINGS]**, to the extent permitted by applicable law and subject to any required consent.

5.3 Required agreements. As a condition of employment, the Employee will sign the Company's standard **[CONFIDENTIALITY AND INVENTION ASSIGNMENT AGREEMENT]** and acknowledge receipt of the Company's policies.

5.4 Accuracy of information. This offer is contingent on the accuracy of the information the Employee provided during the hiring process. Material misrepresentation may result in withdrawal of the offer or termination.

6. Confidentiality and Company Property

6.1 Confidentiality. The Employee will keep the Company's non-public and proprietary information confidential, both during and after employment, except as authorized by the Company or required by law.

6.2 Company property. Company property and information provided to or created by the Employee remain the Company's property and must be returned on termination or on request.

6.3 Protected activity. Nothing in this Offer Letter limits the Employee's legal right to report possible violations of law to a government agency or to engage in other legally protected activity.

7. General Provisions

7.1 **Governing law.** This Offer Letter is governed by the laws of the State of [STATE], without regard to its conflict-of-laws rules.

7.2 **Entire understanding.** This Offer Letter, together with the agreements and policies it references, states the complete terms of the offer and supersedes any prior oral or written statements about the position. It may be changed only by a writing signed by an authorized Company representative.

7.3 **Severability.** If any provision is found unenforceable, the remaining provisions stay in effect.

7.4 **Acceptance.** To accept this offer, please sign and return this Offer Letter by [OFFER EXPIRATION DATE]. If not accepted by that date, the offer may be withdrawn.

7.5 **Electronic signature.** This Offer Letter may be signed and returned by electronic signature, which has the same effect as a handwritten signature.

We are excited about the prospect of you joining [COMPANY LEGAL NAME] and look forward to your response.
Sincerely,

COMPANY	EMPLOYEE (ACCEPTANCE)
Signature: _____	Signature: _____
Printed name: [NAME]	Printed name: [EMPLOYEE NAME]
Title: [TITLE]	Title: N/A
Date: _____	Date: _____

Template provided by CyberSygn. Not legal advice. CyberSygn is not a law firm. Consult a licensed attorney in your jurisdiction before relying on this document.