

# Sample Offer Letter

Date:

Name  
Address  
City

Re: Offer of Employment

Dear :

It is a pleasure to confirm our offer and your acceptance of employment.

As we discussed, your employment is scheduled to begin xx/xx/xx. You will be paid twice monthly on an hourly basis. Your hourly rate of pay will be \$xx.xx . This is a non-exempt position and you will be eligible for overtime if required and approved by agency management. Your employment will be probationary for 90 days upon which we will review your performance and compensation.

You are eligible to participate in the firm's standard program of employment benefits. Your group health insurance will become effective the first day of the month following 30 days from date of hire -- if you start as scheduled.

Employment with ABC is at-will, which means either you or ABC can end the relationship at any time for any or no reason. Neither this offer letter nor the maintenance of policies or procedures nor the providing of benefits creates a contract of employment. Be advised that upon commencement of your employment, you will be required to provide satisfactory evidence of your right to work in the United States

We are excited about having you join ABC Insurance Agency. ABC is an Equal Opportunity Employer. If this confirmation letter is agreeable to you, please indicate your acceptance by signing below and returning one copy to our office for your personnel file. Please let me know if you have any questions.

Sincerely,

Accepted and Agreed:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date