## Sample Formal Offer Letter Template

**Fill in or Delete items that apply. Print on company letterhead. Sign and Present to Candidate for signature of Acceptance.**

September 13, 2018

Employee Name

Address

Telephone

**RE: Employment Offer**

Dear Employee Name

As a result of your recent interviews, I am pleased to make you the following offer of employment. **(note if pending successful completion of background, motor vehicle, drug testing etc..)**

**Title**: Enter Title Here**.** Initial assignment shall be on the Name of Project project in City, State. **(In the main office etc,)**

**Employment Starting Date:** On or before Month/Day/Year.

**Base Compensation:**Your annual salary will be Dollar Amount Thousand Dollars ($0,000), payable on a (weekly, bi-weekly, monthly)basis Increases to the base compensation shall be discretionary based on your annual performance review, which shall occur no later than 90 days after the anniversary date of your employment or last performance review.

**Bonus:**You will be eligible for an annual bonus. This bonus is discretionary and shall be based solely on individual performance. **(Bonus can also be done % at ground-breaking, % at TCO and % at Turn-over - Fill in appropriate)** and is paid by December 31st each calendar year. **(Spell out if earned, when it is paid out.)**

**Cell Phone:** A company owned cell phone will be provided or we will reimburse you $00.00 per month for the use of your cellphone for business.

**Computer:** A laptop computer will be provided for company business use only.

**Auto Allowance:** You will receive an auto allowance of Dollar Amount hundred dollars ($00.00). This sum shall be provided to you monthly. **(Insert taxable or nontaxed. Add if a gas card is provided in addition or other parameters like insurance requirements, etc.)**

**At-will Employment:** Your employment with the Company is At-Will, and is in no way intended to be, or should it be construed to be, a promise of, or a contract for, employment. Your employment may be terminated by either party with 24 hours notice. Any accrued vacation time will be paid at termination.

**(Optional and typically for key roles or for those leaving good companies to go to start up or other at risk company)**

**Severance:**If your employment is terminated by employer within 12 full months of employment for reasons other than insubordination or unethical behavior than you will receive # weeks base salary and we will continue to pay employee portion of your benefits for # weeks. If your employment is terminated by employer between 12 full months and 24 full months of employment for reasons other than insubordination or unethical behavior than you will receive # weeks base salary and we will continue to pay employee portion of your benefits for # weeks. If you employment is terminated by employer after 24 full months of employment than severance is at will of employer and current circumstances.

The following benefits are currently available from the Company, but are subject to change: **(Fill in what you offer, when it is available to the new employee and note if fully paid or they have out of pocket costs)**

**Group Health benefits:** Starting on the first full month following completion of a standard 90-day probationary period, you will be eligible for participation in the Company’s Insurance Program, which includes Dental and Vision coverage. Dependent health coverage as well as dependent dental and vision plan coverage is also available at an additional cost.

**(insert any other benefits: life insurance, Disability, 401K, etc.)**

**Vacation:** You are entitled to ten (10) vacation days per year, which is accumulated on a bi-weekly basis. This same two-week accrual will apply in each of the second and third years of employment. After completion of three years of employment, you would accrue at a rate of three weeks vacation per year (15 days). You cannot carry over vacation beyond the year after which it

is accrued.

**Sick Days:** The Company provides five (5) days per calendar year for sick days. **(Note, many companies going to PTO and combining vacation, sick and personal days - see article:** [**https://www.floridaconstructionconnection.com/what-is-pto-in-construction/**](https://www.floridaconstructionconnection.com/what-is-pto-in-construction/) **)**

**Holidays:** The Company has six (6) standard paid holidays, which consist of New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas Day.

We are very pleased to have you as a member of our team and look forward to working with you. I believe that you will have the opportunity to make a valuable contribution to the Company as well as have the chance to fulfill your career goals. **(Personalize with something you discussed or use standard template)**

Please indicate your acceptance of this offer of employment by signing below and returning the signed offer to me.

Sincerely,

(Hiring Manager)

(Company)

I have read, understand and agree to all of the foregoing terms and conditions of this offer of employment and hereby accept the offer.

Candidate Legal Name Date