

Business Contracts



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<<COMPANY>> OFFER OF EMPLOYMENT

<<CurrentDate>>

<<ContractFirstName>> <<ContractLastName>>
<< Address of Job Candidate >>

Re: <<Company>> Offer of Employment

Dear <<ContractFirstName>> <<ContractLastName>>:

<<Company>> is pleased to offer you employment for the position of <<ContractJobTitle>> with a starting salary of << insert dollar amount >>, annually. You will also be granted the following incentives and benefits:

<< List any standard or general benefits that the offer includes (health, vacation, etc.). >>

<< List any additional incentives, such as stock options, profit sharing, or other grants or warrants that may need explanation or qualification. Include any vesting requirements, but it is not necessary to go into great detail unless this employee's compensation is non-standard or may not fall easily into the definitions in your Human Resources Guide. >>

This offer of employment is considered "at will" and either party is free to sever this agreement for any reason or for no reason at any time.

Your manager will be <<Manager Name>> and your proposed start date for this position will be ...

This sample has been truncated to only show part of the first page. The complete editable version of this document can be purchased as part of the Proposal Kit or Contract Pack collections <http://www.proposalkit.com/htm/products.htm>



S A M P L E

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