

SALARY OFFER LETTER

To: _____

Subject: _____

We are pleased to offer you employment with [Company Name] (the “Company”) under the following terms and conditions. Please review this offer carefully and confirm your acceptance by signing and returning this letter.

Candidate Information:

Full Name: _____

Address: _____

Phone / Email: _____

Position and Employment Terms:

Job Title: _____

Employment Type: _____ (e.g., Full-time, Part-time)

Work Location: _____

Compensation:

Base Salary: _____ USD (per annum)

Bonus Eligibility: _____

Pay Period: _____ (e.g., Bi-weekly, Monthly)

Benefits:

You will be eligible to participate in the Company’s benefit plans, including but not limited to health insurance, retirement plans, paid time off, and other benefits in accordance with Company policies, as they may be amended from time to time.

Employment Relationship:

Your employment with the Company will be "at-will," which means either you or the Company may terminate the employment relationship at any time, with or without cause or advance notice, to the extent permitted by applicable law.

Confidentiality and Non-Disclosure:

You agree that during and after your employment, you will not disclose any confidential or proprietary information of the Company, its affiliates, or clients, except as authorized or required by law.

Non-Competition and Non-Solicitation:

To the extent enforceable under applicable law, you agree not to compete with the Company or solicit its employees or clients for a reasonable period following termination of employment as detailed in separate agreements, if any.

Compliance with Company Policies:

Your employment is contingent upon compliance with all Company policies and procedures, including those related to workplace conduct, ethics, and safety.

Governing Law and Dispute Resolution:

This offer letter and your employment shall be governed by and construed in accordance with the laws of the State of _____, without regard to its conflict of laws principles. Any disputes arising out of or relating to this offer or your employment shall be resolved in the state or federal courts located in _____ County, _____.

Entire Agreement:

This offer letter sets forth the entire agreement between you and the Company regarding the terms of your employment and supersedes any prior discussions or agreements, whether written or oral.

Acceptance of Offer:

Please indicate your acceptance of this offer by signing below and returning a signed copy of this letter to the Company.

EMPLOYEE SIGNATURE

COMPANY REPRESENTATIVE

Signature: _____

Signature: _____

Name (printed): _____

Name (printed): _____

Date: _____

Date: _____

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