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HR Letter for Employee

[Company Letterhead]

[Date]

[Employee's Full Name]  
[Employee's Address]  
[City, State, Zip]

Dear [Employee's First Name],

Subject: Offer of Employment

We are pleased to offer you the position of [Job Title] with [Company Name], effective [Start Date]. This position will be reporting to [Supervisor/Manager's Name], [Supervisor/Manager's Job Title]. We are excited about the potential that you bring to our team.

Job Responsibilities:  
As a [Job Title], your primary responsibilities will include:

* [Responsibility 1]
* [Responsibility 2]
* [Responsibility 3]
* [Further responsibilities, if any]

Compensation and Benefits:  
Your starting salary will be [Salary Amount] per [month/year], payable in bi-weekly installments. In addition to your salary, you will be eligible for the following benefits, which will be detailed further in your employee handbook:

* Health, dental, and vision insurance
* Life insurance
* [Number] days of paid vacation
* [Number] personal days
* Retirement plans
* Employee assistance programWork Schedule:  
  Your regular hours of work will be [Start Time] to [End Time], [Days of the Week]. Please note that this position [is/is not] exempt from overtime provisions of the Fair Labor Standards Act.

Conditions of Employment:  
This offer is contingent upon:

* Completion of a satisfactory background check
* Proof of eligibility to work in the United States
* [Any other condition, if applicable]

Please be aware that [Company Name] is an at-will employer, meaning either party can terminate the employment relationship at any time, with or without cause or notice.

Acceptance:  
We hope you will accept our offer to join [Company Name], where we believe you will make a significant contribution to our success. Please sign and date this letter as a symbol of your acceptance and return it to us by [Deadline Date]. If you have any questions, feel free to contact me directly at [Your Phone Number] or [Your Email].

Welcome to [Company Name]. We look forward to your positive response and to having you on our team.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip]  
[Your Phone Number]  
[Your Email]