



# 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 program

Work 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]