**Offer Letter Template**

[Date]

SENT ELECTRONICALLY TO:

[candidate full name]

Email: [candidate email address]

**RE: [Promotion or Transfer] to [job title]**

Dear [name],

We are pleased to offer you the [promotion or transfer] to [title], effective [date], reporting to [supervisor name and title]. Your work location will be [office location or remote from home]. In this [full-time or part-time] role, you will play an integral part in the continued growth and development of the company.

You will be expected to satisfactorily carry out the duties of the [job title] role, including, but not limited to:

• [describe]

• [describe]

• [describe]

• [describe]

• Other tasks and projects that may be assigned from time to time.

[choose one of the following paragraphs based on whether role is exempt or non-exempt, delete the paragraph that does not apply]

This position offers a [pay cycle: weekly bi-weekly semi-monthly] salary of $[periodic salary], which is the equivalent of $[annual salary] on an annual basis. This position is considered exempt under the Fair Labor Standards Act, which means you are not eligible for overtime pay beyond your salary.

[OR]

This position offers an hourly rate of $[hourly rate] for regular hours worked, paid on a [pay cycle: weekly bi-weekly semi-monthly] basis. This position is considered non-exempt under the Fair Labor Standards Act, which means you are eligible for overtime time pay in accordance with federal, state, and local wage and hour laws.

As an existing employee, you are already aware of the generous benefits the company offers. Please be advised that our policies pertaining to the benefits may change from time to time, based off the performance of the company or as the company deems necessary.

Your job performance and progress will continue to be assessed to ensure they reflect our company’s values, as well as to set individual performance goals.

Your employment with the company is on an “at-will” basis, which means that you or the company may terminate the employment relationship at any time with or without reason, cause or notice. Nothing contained herein shall be construed as creating a contract or contractual obligations of any kind between you and the company.

Please review the above carefully. If you have any questions or would like to meet to discuss any of these items in greater detail, please let me know.

Congratulations! We look forward to having you in this new role!

Sincerely,

[signature block]

By my signature below I accept the [promotion or transfer to [job title], effective [date].

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please return the signed and dated letter to me by [date].***