

_____, 20____

Dear Sir or Madam:

I am pleased to accept your offer, delivered on _____, 20____, in which an employment position was extended to me as _____ [Position].

The responsibilities of the job are _____. I will report directly to _____ [Full Name] as my immediate supervisor.

I understand the official start date is _____, 20____, and I will contact you within the next _____ [days] to confirm this.

I understand that my beginning rate of compensation will be: (Check one)

Annual: an annual salary of \$_____ paid (Check one) Weekly Bi-weekly Monthly
(Check if applicable) In addition, I will also be paid a commission based on _____.
This commission will be paid in accordance with _____ [Company Name] policies, which is subject to company decisions and updates.

Fixed wage: \$_____ per _____.
(Check if applicable) In addition, I will also be paid a commission based on _____.
This commission will be paid in accordance with _____ [Company Name] policies, which is subject to company decisions and updates.

Commission: a commission based on _____. This commission will be paid in accordance with _____ [Company Name] policies, which is subject to company decisions and updates.

I am fully aware that the following are the expenses I will be reimbursed in accordance with your policies, which may be modified from time to time: (Check all applicable)

- Travel expenses
- Meals
- Business supplies
- Education or training
- Other: _____.



I am also aware that I may choose to participate in the following benefits, if eligible: (Check all applicable)

- Health insurance
- Pension plan
- Life insurance
- Disability insurance
- Other: _____.

As you mentioned, I will be entitled to _____ days of paid vacation per year of employment, in accordance with _____ paid leave policies, which is subject to company decisions and updates.

I will also be entitled to (Check one) paid unpaid sick leave of _____ days to be allocated for illness or personal business (Check one) each calendar year employment year other: _____ in accordance with your sick leave policies, which is subject to company decisions and updates.

I am aware that this offer is contingent upon a successful completion of your background check results.

I understand that my employment with _____ is at-will.

Please advise if any of the above understanding of the terms and conditions is incorrect. I look forward to joining your team in the near future.

Sincerely,

