

Employment Offer

HMS, Inc.
1111 East Street - Hometown, USA
(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

Dear [applicant name] ,

It is my pleasure to offer you employment in the capacity of _____ with our firm. The proposed starting date of your employment is _____.

Your compensation will be \$ _____ per [week/month/year] ; in addition you will be entitled to the following "employee benefits":

This offer is for employment AT WILL. It may be terminated either by you or by us for any reason at any time.

Please acknowledge your acceptance of this offer by signing and dating below, and return this letter to me by (date) _____ at the address above.

Congratulations on your selection.

Sincerely,

H.M. Smith

Agreed and Accepted: _____

Date: _____