July 29, 2026

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: CONFIRMATION OF AN OFFER OF EMPLOYMENT

Dear [CONTACT NAME],

Welcome to [NAME OF COMPANY]! We are pleased to confirm our offer to have you join [NAME OF COMPANY] as a [POSITION] reporting to [SUPERVISOR], commencing [DATE] on the following terms:

a) you will be on probation for [NUMBER] weeks during which time we may terminate your employment at any time without notice or payment in lieu of notice; if your employment is continued, we may only terminate your employment without cause on two weeks notice or payment in lieu of notice; however, we reserve the right to terminate your employment at any time without notice or payment in lieu of notice for good cause;

b) your gross cash salary, inclusive of any statutory vacation pay to which you may be entitled, during the probationary period of your employment is equivalent to [AMOUNT] per annum payable, subject to statutory deductions, in [WEEKLY, BI-WEEKLY] installments not in advance; if your employment is continued, your gross cash salary, inclusive of any statutory vacation pay to which you may be entitled, will increase to the equivalent of [AMOUNT] per annum also payable, subject to statutory deductions, in weekly installments not in advance; [EITHER CONTINUE] in addition, you have the following taxable fringe benefits in connection with your employment:[LIST FRINGE BENEFITS]; [OR CONTINUE] there are no fringe benefits in connection with your employment and, in particular, there is no sick leave;

c) subject to statutory holidays, your hours of employment are [TIME] am to [TIME] pm, Monday through Friday, with [NUMBER] minutes off for lunch and [NUMBER] minute coffee-breaks (one to be taken in the morning and the other in the afternoon) each full working day;

d) you have up to two weeks ordinary vacation each year; you will not receive your ordinary pay while on vacation but you will be paid any statutory vacation pay to which you are entitled; all vacation time must be reserved [NUMBER] months in advance; no ordinary

vacation may be taken during the first [NUMBER] months, including the probationary period, of employment;

e) you may not accumulate your time for lunches, coffee-breaks or ordinary vacation and these must all be scheduled subject to reasonable control over timing by the firm;

f) all overtime must be expressly requested and authorized in advance by the firm; otherwise, it is worked at your own risk;

g) your employment duties consist of [LIST DUTIES]; however, this list is not to be taken as fixed or exhaustive and you will be expected to perform any reasonable employment task given by a superior;

h) you agree not to disclose any confidential information learned in the course of your employment about the business of the firm or about its clients or about the personal affairs of your superiors to anybody outside the firm both during and after your term of employment.

i) Other [NAME OF COMPANY] policies are set forth in the Company's employee handbook, a copy of which will be provided to you prior to the commencement of your employment with the Company.

j) Upon your acceptance, this letter will contain the entire agreement and understanding between you and the Company and supersedes any prior or contemporaneous agreements, understandings, communications, offers, representations, warranties, or commitments by or on behalf of the Company (oral or written). The terms of your employment may in the future be amended, but only by writing and which is signed by both you and, on behalf of the Company, by a duly authorized officer.

k) In the event a dispute does arise, this letter, including the validity, interpretation, construction and performance of this letter, shall be governed by and construed in accordance with the substantive laws of the State of [STATE]. Jurisdiction for resolution of any disputes shall be solely in [STATE].

This offer of employment is valid until the close of business on [DATE]. Please let us know of your decision to join [NAME OF COMPANY] by signing a copy of this offer letter and returning it to us not later than [DATE]. Your offer is contingent upon your (1) completion of [NAME OF COMPANY] Employment Application; (2) signing of the Company's Confidentiality and Invention Assignment Agreement; and (3) providing proof of your eligibility to work in [COUNTRY], and (4) [ADD ANY OTHER CLAUSE LIKE DRUG TEST, PHYSICAL EXAMINATION, PSYCHOLOGICAL TEST, OR SKILLS TEST, ETC]. You hereby represent to the Company that you are under no obligation or agreement that would prevent you from becoming an employee of the Company or adversely impact your ability to perform the expected services.

If there is anything with which you do not agree, please feel free to discuss it with the writer.

We are very pleased to offer you the position and are sure that you will make a superb addition to our firm. Once again, welcome to the firm!

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com

Employment on the terms set out in this letter is accepted.

Date: _____ By: _____