Dear Job Candidate Name,

We are pleased to extend you the following offer of employment with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We believe you will be a great addition to our team - a team that takes great pride in providing our customers with products that they need and excellent service that creates a desire to return.

We are offering you the position of Job Title.

**Employment Offer**

**Employment**

**Offered to: Click or tap here to enter text.**

**Current Date:** **Click or tap here to enter text.**

**Start Date: TBD (Will need start date upon agreement of job)**

**Wage per Hour: Click or tap here to enter text.**

**Title:** **Click or tap here to enter text.**

**Reports to:** **Click or tap here to enter text.**

**Classification:**  Part-time, Non-exempt

**Sick Policy:** *The following is an example for you to change to your specifications*: Team Members begin to accrue paid sick leave from the date of hire and the time becomes available to use after the ninety day probationary period has been completed. Team Members accrue paid sick leave in one (1) hour increments at a rate of one (1) hour for every 30 hours worked up to a maximum of 40 hours per fiscal year.

**Benefits:** *Benefits can include Retirement savings assistance, daycare assistance, flexible hours, etc.*

We are committed to providing a safe, challenging work environment free from discrimination and harassment with an opportunity for professional growth and development for all of our team members.

Your employment with us is on an at-will basis and can be terminated by you or \_\_\_\_\_\_\_\_\_\_\_\_ at any time or for any reason or no reason whatsoever, as allowed by law. No agreements (oral or written) have been made with you. Nor have any promises, representations (implied or otherwise) been made to you by any member of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

New team member, we are excited to have you join our team and look forward to our mutual success!

Sincerely,

**Name of Manager**

**Manager’s Title**

**Acknowledgement:**

I accept this offer of employment and fully understand the role and duties described in the attached job description. Also, I acknowledge that this Employment Offer does not constitute a contract of any nature. The offer is contingent upon successful completion of a Background Check and Reference Check confirmations.

Printed Name Signature Date