

# Acme Technical Enterprises

P.O. Box 123 • Any City • Any State • 00000  
Phone 555-555-0000

March 1, 200x

John Q. Public  
123 Any Street  
Any City, 00000

Dear John Q. Public:

## JOB OFFER

Acme Technical Enterprises, Inc. is pleased to offer you a job as a Senior Engineer. We trust that your knowledge, skills and experience will be among our most valuable assets.

Should you accept this job offer, per company policy you'll be eligible to receive the following beginning on your hire date.

- **Salary:** Annual gross starting salary of \$63,500, paid in biweekly installments by your choice of check or direct deposit
- **Performance Bonuses:** Up to three percent of your annual gross salary, paid quarterly by your choice of check or direct deposit.
- **Stock Options:** 500 Acme stock options in your first year, fully vested in four years at the rate of 125 shares per year
- **Benefits:** Standard, Acme-provided benefits for salaried-exempt employees, including the following.
  - 401(k) retirement account
  - Annual stock options
  - Child daycare assistance
  - Education assistance
  - Health, dental, life and disability insurance
  - Profit sharing
  - Sick leave
  - Vacation and personal days

### To accept this job offer:

1. Sign and date this job offer letter where indicated below.
2. Sign and date the enclosed Non-Compete Agreement where indicated.
3. Sign and date the enclosed Confidentiality Agreement where indicated.
4. Sign and date the enclosed At-Will Employment Confirmation where indicated.
5. Mail **all pages** of the signed and dated documents listed above back to us in the enclosed business-reply envelope, to arrive by Thursday, March 17, 200x. A copy of each document is enclosed for your records.
6. Attend new-hire orientation on Monday, March 21, 200x, beginning at 8:00 AM sharp.

### To decline this job offer:

1. Sign and date this job offer letter where indicated below.
2. Mail **all pages** of this job offer letter back to us in the enclosed business-reply envelope, to arrive by Thursday, March 17, 200x.

If you accept this job offer, your hire date will be on the day that you attend new-hire orientation. Plan to work for the remainder of the business day after new-hire orientation ends. Please read the enclosed materials for complete, new-hire instructions and more information about the benefits that Acme offers.

We at Acme hope that you'll accept this job offer and look forward to welcoming you aboard. Your immediate supervisor will be Jane Doe, Department Manager, Engineering. Feel free to call Jane or me if you have questions or concerns. Call the main number in the letterhead above during normal business hours and ask to speak to either of us.

Sincerely,

[Signature]

John Smith  
Hiring Coordinator, Human Resources

Enclosures: 6

**Accept Job Offer**

By signing and dating this letter below, I, John Q. Public, accept the job offer of Senior Engineer by Acme Technical Enterprises.

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

**Decline Job Offer**

By signing and dating this letter below, I, John Q. Public, decline the job offer of Senior Engineer by Acme Technical Enterprises.

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

**Important!** You may use this job offer letter sample only as a guide to write one of your own. Reprinting this job offer letter sample in whole or part in any media without expressed, written permission, is a violation of U.S. or international copyright laws, whether or not you do so for profit.