

## Sample: Exempt Position Offer Letter

### Company Letterhead

[Date]

[Name]

[Address]

[City, State, Zip]

Dear [Name]:

We are pleased to offer you the full-time position of [Position] at [Company Name], effective [Date]. In this capacity you will report directly to [Name].

Your base compensation will be [Salary] per annum, earned and payable at the rate of [Per Pay Rate]. In this position you will be eligible for employer provided benefits that will be explained in detail by our human resources specialist.

Additionally, we are required by the Immigration Reform and Control Act (IRCA) to obtain proof that you are authorized to work in the United States. On your first day of work you will be asked for documents that demonstrate your eligibility for employment in the U.S. Please reference the attachment that outlines the documents that are acceptable proof for the I-9 employment eligibility form which must be completed no later than three business days from the start of employment.

[Name], I feel strongly that your experience will be a great addition to our team. We are all committed to creating a company of great value and believe that your contribution in this area will help us toward that goal.

I look forward to your formal acceptance of this offer. Please sign and return the duplicate letter to my attention via hard copy. If I can answer any questions for you, please do not hesitate to contact me directly.

Very truly yours,

[Name]

[Title]

I accept this offer of employment and will begin work on [date]\_\_\_\_\_

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