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#7 OFFER LETTER

TO: [PARTY B NAME]

FROM: [PARTY A NAME], [PARTY A TITLE]

DATE: [OFFER DATE]

RE: Employment Offer

On behalf of [PARTY A COMPANY], it is our pleasure to offer you full-time employment in the position of [JOB TITLE]. We are excited about the skills and experience you bring to our team and look forward to welcoming you.

Your anticipated start date is [START DATE]. Please review, sign, and return this Offer Letter no later than [ACCEPTANCE DEADLINE]. This offer will expire if not accepted by that date.

Compensation

Your base salary will be [DOLLAR AMOUNT] per year, paid on a [PAY FREQUENCY] basis (equating to approximately [PAY PERIOD AMOUNT] per pay period), less applicable taxes and withholdings.

Benefits

You will be eligible to enroll in [PARTY A COMPANY]'s standard benefit programs, including medical, dental, vision, life insurance, and long-term disability coverage, beginning on [BENEFITS ELIGIBILITY DATE]. Benefits eligibility is subject to the terms and conditions of each applicable plan, which may be amended from time to time.

You will also be eligible to participate in [PARTY A COMPANY]'s [RETIREMENT PLAN TYPE] retirement plan at any time following your first day of full-time employment.

Paid Time Off

You will accrue paid time off at a rate of [PTO ACCRUAL RATE] per pay period, totaling approximately [PTO ANNUAL DAYS] days per year. You will also be eligible for sick leave and any other time-off programs offered by [PARTY A COMPANY], in accordance with the applicable policies.

At-Will Employment

The terms outlined in this Offer Letter do not create a contract of employment for any specified duration and are not intended to guarantee continued employment. Your employment with [PARTY A COMPANY] is at-will, meaning that either you or [PARTY A COMPANY] may terminate the employment relationship at any time, with or without cause, subject to applicable law.

[NOTE: At-will employment rules vary by state. Some states impose notice requirements or recognize implied contract exceptions. Consult a licensed attorney in [GOVERNING LAW STATE] for guidance specific to your jurisdiction.]

Conditions of Employment

This offer is contingent upon: (a) satisfactory completion of any required background screening; (b) verification of your legal authorization to work in the United States in accordance with applicable federal law; and (c) your execution of [PARTY A COMPANY]'s standard new-hire agreements, including a Confidentiality and Intellectual Property Agreement, on or before your start date.

Non-Binding Nature of This Offer Letter

This Offer Letter summarizes the initial terms of your employment offer and does not constitute a comprehensive employment contract. Your ongoing employment will be subject to [PARTY A COMPANY]'s standard employee policies and procedures as they may be established or amended from time to time.

We look forward to having you join the team. Please do not hesitate to reach out with any questions before your start date.

Sincerely,

[PARTY A NAME]

[PARTY A TITLE]

[PARTY A COMPANY]

Offer Acceptance

By signing below, I, [PARTY B NAME], confirm that I have read and understood the terms set forth in this Offer Letter and that I accept the offer of employment described herein.

AUTHORIZED BY EMPLOYER

Signature: _____

Print Name: _____

Title: _____

Company: _____

Date: _____

ACCEPTED BY EMPLOYEE

Signature: _____

Print Name: _____

Title: _____

Company: _____

Date: _____

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