



SAMPLE OFFER LETTER

March 1, 2003

Name
Address
Address

Dear _____:

It is with pleasure I confirm our employment offer to join Company as _____ reporting to _____. This offer letter is not an employment contract or a promise of continued employment.

The specific terms of our offer are as follows:

- Your start date is Monday, March 3, 2003.
- Your hours of work are from 9:00 am to 6:00pm with one hour for lunch.
- You will be paid \$____ every two weeks or \$____ per hour, which is the equivalent of (\$\$\$) on an annual basis.
- Eligibility for health coverage is the 1st day of the month following 90 days of employment.
- Eligibility for 401(k) pension plan, subject to plan terms.
- You will be eligible for a performance bonus in the range of \$\$ of your base salary. The amount of your actual bonus award will be based on your achievements against agreed upon goals. You must be an active employee at the time of bonus payment to be eligible for a bonus.
- You will be paid % in commissions on a monthly basis.
- In addition to your compensation, you will be eligible to receive the benefits which are offered to all Company employees including vacation, sick and paid holidays. These benefits are described under separate cover.

On your first day, you will be given new hire paperwork to complete and receive a copy of the employee handbook, which describes the Company's policies and procedures that will govern certain aspects of your employment. Please bring appropriate documentation for the completion of your new hire forms, including proof that you are presently eligible to work in the United States for I-9 purposes. Failure to provide appropriate documentation within 3 days of hire will result in immediate termination of employment in accordance with the terms of the Immigration Reform and Control Act.



Naturally, all offers of employment are contingent upon positive background and reference checks.

(Name), we are all enthusiastic about you joining Company and believe that you will make a significant contribution to the growth of our company. Please sign and return this original letter with your signature as formal acceptance of this offer. A copy is enclosed for your records.

Sincerely,

(Name)
Vice President of Human Resources

ACCEPTANCE:

(Name)

(Date)