

DISCLAIMER

All information provided on this website is general in nature, may not be current in terms of recent developments in the law, and does not constitute legal advice regarding any specific or general matter or issue. Individuals or entities obtaining information from this website should not act on it without first obtaining advice from legal or other professional counsel regarding the law applicable to a particular set of facts. In no event will the Law Office of Chanho C. Joo, APC, be liable for any direct or indirect damages resulting from an individual's or entity's use of information from this website.

Please contact us if you are interested in potential legal representation or other counseling, training, and related services that we provide. You may contact us by telephone or through our email.

[Employer letter head]

[Date]

[Employee Name & Address]

CONFIDENTIAL – Employee Offer Letter

Dear _____:

[Employer's name] ("Company") is pleased to offer you the position of _____. We are very excited about the potential you and your experience bring to Company. We expect your start date to be _____. This letter will confirm the terms of your employment.

1. Position: You will be employed by Company as a _____. This position is classified as full-time, non-exempt _____ exempt _____.

2. Compensation: (Hourly Employee) Your starting hourly rate will be \$_____ per hour which is equivalent to the gross amount of \$_____ per month. Any proposed increase of your hourly rate, compensation or benefits must be approved by _____.

Compensation: (Salary Employee) Your starting salary will be \$_____ per year payable in equal bi-monthly installments on regular dates established by Company. Any proposed increase of your salary, compensation or benefits must be approved by _____.

3. Job Duties and Hours: Enclosed as a part of this letter is a job description for the position being offered. As a non-exempt employee, only the authorized overtime worked will be paid according to applicable state and federal law. Our regular business hours are currently _____ to _____ with one-hour unpaid meal break period at _____ p.m., Monday through Friday. Normally, you will be expected to work eight hours/day and 40 hours/week.

4. "At-Will" Employment: At all times while you are employed, you will be employed on an "AT-WILL" basis. This means that your employment will continue as long as it is mutually agreeable to you and Company. Either you or Company may end the employment relationship at any time, with or without cause or advance notice, for any lawful reason. No statement, conduct, policy or practice can serve to establish any express or implied contract concerning any term of employment.

5. IRCA Requirement: This offer is contingent upon your providing proof that you are legally able to work in the United States as required by the Immigration Reform and Control Act ("IRCA"). To comply with IRCA, on your first day of employment, you should bring with you proof that are legally authorized to work in the United States.

We look forward to welcoming you aboard. Please feel free to contact your supervisor if you have any questions or concerns.

Sincerely,

[Employer's name]

By: _____

Its: _____

Date: _____

I hereby accept the above offer of employment:

[Employee Signature]

Date