**JOB OFFER LETTER**

[Date]

Ms. (Offeree's Name)  
(Address)  
(City, State, Zip Code)

Dear Ms. (Name):

[Name of company] is pleased to offer you the position of Marketing Director for our organization. We are excited about the potential that you bring to our company.

As we discussed during your interviews, you will be working in our north [city] regional office, where our marketing and customer service departments are located. You will report directly to the Vice-President of Operations and be a member of our Executive Management Team. After finishing orientation for new executives, your initial task will be to help recruit and train a new marketing staff focused on developing our company's e-commerce division, but there will be many other projects associated with our overall marketing efforts that will need your attention.

You will be classified as an exempt executive-level employee. Your initial compensation package includes a weekly salary of $1600 (payable biweekly), full medical and dental coverage through our company's employee benefit plan, and fringe benefits as covered in the enclosed pamphlet. [If applicable, the following provision can be added: In addition, [name of company] will loan you an amount equal to all of your reasonable expenses of relocation, including [not including] seller's commission on your old residence and closing costs on your new residence [, plus an additional amount of $(amount) to help you handle miscellaneous unanticipated costs\*]. Should you remain with the company at least three years, the loan amount will be forgiven in its entirety. Advances of the loan amount and any repayment of the loan will be according to the schedule in the enclosed agreement, a signed copy of which you should return by mail prior to incurring any relocation expenses.]

In accepting our offer of employment, you certify your understanding that your employment will be on an at-will basis, and that neither you nor any Company representative have entered into a contract regarding the terms or the duration of your employment. As an at-will employee, you will be free to terminate your employment with the Company at any time, with or without cause or advance notice. Likewise, the Company will have the right to reassign you, to change your compensation, or to terminate your employment at any time, with or without cause or advance notice.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion into national and international markets. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Name]  
Senior Vice-President  
[Name of Company]

(\* This last optional provision can serve as a variety of "sign-up bonus", which by virtue of that and the following sentences is transformed into a loan that can be recouped by proper drafting of a repayment schedule. The repayment schedule should specifically set out the intervals at which differing amounts of the loan will be repayable and should include the event of the employee staying with the company a desired minimum amount of time. The overall effect of these "loan provisions" is to supply a financial incentive to the employee to achieve at least a minimum tenure with the company.)