

Employment Letter Sample Template

Email subject line: Arendelle Job Offer **OR** Job Offer from Arendelle

Dear Anna,

We are thrilled to offer you position of the Princess of Arendelle position at Arendelle, beginning on May 30, 2019. You will report to myself, Elsa, the Queen of Arendelle. Please take the time to review the summary of our terms and conditions, the offer letter is attached to this email.

Should you accept this offer letter, we would appreciate your reply by April 30, 2019. In the meantime, feel free to reach out to me via email or phone at 012-345-6789 if you have any questions or comments.

We are looking forward to welcoming you to the Arendelle family!

Best Regards,

Elsa
Queen of Arendelle

Job Offer Letter Template – Attachment

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I. Position details

Job title

As of May 30, 2019, Anna will take on the role of Princess of Arendelle. Anna will report to Elsa, the CEO and Queen of Arendelle.

Expected schedule

As listed, the role of Princess of Arendelle is a full-time position and such, requires Anna to work approximately 40 hours per week from Monday to Friday 8:00 to 17:00.

Relationship

Anna's employment with Arendelle is not set for a specific period of time, therefore her employment as Princess of Arendelle is set as "at will". Meaning that she or Arendelle holds the right to terminate employment at any given time for any given reason, with or without cause as well.

Scope

The full of these terms and conditions are in complete agreement with Anna and Arendelle. Anna's responsibilities, job title, compensation, benefits, and the policies of Arendelle may change at any given moment, our "at will" agreement may only be changed through a written statement by Anna or authorized personnel of Arendelle.

II. Compensation

Salary

Anna will receive a starting salary of her gross annual salary which is currently set at \$60,000 per year. Arendelle follows a standard payroll schedule, therefore Anna will begin her first day on May 30, 2019 and her first paycheck will be given to her on June 30, 2019. Anna's salary is also bound by Arendelle's employee compensation policies and procedures.

Tax withholding

Any and all compensation that Anna is entitled to may be reduced in order to properly reflect withholding and payroll tax, and any other reductions that Arendelle is bound to by law.

III. Bonus and stock options potential

Aside from the compensation Anna will receive profit sharing that is set as a 2.5 percent bonus on top of her base salary. The bonus is dependant to the Arendelle's profits.

At the end of each fiscal year, Anna is entitled to receive stock options through the Employee Stock Options Program (ESOP).

IV. Employee benefits

Anna will receive the following employee benefits during her employment with Arendelle:

Mandated employee benefits

- COBRA
- Disability
- Family and Medical Leave Act
- Overtime
- Unemployment Benefits
- Workers Compensation

Additionally, Arendelle offers employer-provided benefits, such as:

Vacation policy

Anna is currently eligible for 16 days of paid vacation leave per year. This paid time off is in addition to the sick days, bank holidays and days of which Arendelle does not operate.

Health and dental insurance (private)

All of Arendelle's employees are eligible to receive our private health and dental insurance plan. The specific terms and conditions are subject to change at the vendor's discretion. Speak to the head of HR, Olaf, to see if you qualify.

V. Privacy and confidentiality agreements

Privacy agreement

As an employee of Arendelle, Anna is required to upload all of our privacy policies and procedures that we may implement or change at any time.

Conflict of interest

During your employment, you are not permitted to work with any other employer, consultant or any business activity (whether full or part time) that can create a conflict of interest to Arendelle. Signing this letter states that you confirm and accept that you currently have no contractual commitments that could prohibit your employment with Arendelle.

Proprietary information and inventions agreement

All Arendelle employees are required to sign the Proprietary Information and Inventions Agreement.

VI. Termination conditions

Arendelle holds the right to terminate Anna's employment at any time, without notice and without payment in lieu of termination notice. Arendelle has the right to terminate your employment for any reason other than cause once we announce to you with minimum notice that is required by law.

VII. Interpretation, amendment and enforcement

The full letter supersedes and replaces any prior agreements, representations or understandings (written, oral, implied, etc.) between Anna and Arendelle. This letter constitutes the full agreement between Anna and Arendelle regarding Anna's employment set forth. Additionally, this letter cannot be amended or modified, except for an express written agreement that is signed by Anna and authorized personnel of Arendelle.

Once you sign and date this agreement by April 30, 2019, you are accepting all terms and conditions within the agreement. Upon accepting our employment offer, Arendelle will provide with you all of the required paperwork and instructions going forward.

Sincerely,
Elsa

Signatures:

Company Representative (Sign)

Company Representative (Print)

Date

Applicant (Sign)

Applicant (Print)

Date