Hiring Procedures

**S A M P L E Offer letter**

Date

Name

Address

Dear Name,

Welcome! We’re thrilled to have you join our team!

xxxxxxx is pleased to offer you a full-time position as a Customer Service Representative with our organization.

This letter describes our offer. We hope you will agree that this is an unparalleled opportunity to work and learn with the best in the industry. We trust that your knowledge, skills, and experience will be among our most valuable assets and we’re thrilled to welcome you to our team!

**Nature of Offer**

Your start date is scheduled for xxxxxxxx.

Although you will report to me, xxxxxxx will oversee your training and be your day-to-day supervisor. Due to the nature of our business, you will be asked to work on many different projects of varying sizes and timing.

**Compensation**

You will be compensated at an annual rate of xxxxx.

**Equipment**

We will set you up with all the necessary equipment and supplies that you need, including a computer and printer.

**Employee Benefits**

**Hours**

Full-time salaried employees are expected to work a minimum of 40 hours per week.

As you know, this may exceed the minimum from week to week depending on projects and work tasks.

Your expected hours in the office are xxxxxxxxxx

**Time Off**

Please provide at least two weeks advance request for days off (personal, vacation) via email and limit the amount of ad-hoc time away from the office for personal errands, appointments, etc. All time off once approved, should be reflected in the Team Calendar.

**Orientation and Training**

Upon employment, we will meet to begin your XX-week orientation and training period.

We will also meet on a weekly basis to discuss your progress and success, your next areas of growth and skill development, any challenges you may be experiencing as well as areas of improvement. You will receive your first review within 3-6 months of your start date.

**Confidentiality**

You agree during and after your employment not to disclose or use any of the Company’s trade secrets or other confidential or proprietary information, including without limitation, information relating to the Company’s methods of operations, internal procedures, and/or business dealings with its customers and clients.

These restrictions shall not apply to information, which becomes generally available to the public, other than as a result of a disclosure by you as otherwise required by law.

**At-Will Employment**

Our team here at xxxxxxxxxx is enthusiastic about making the commitment to invest significant resources in your training and development, in order to foster growth and success in your role with our company.

In return, we hope you will plan to remain with the company long term and grow with us as part of a cohesive, committed team. With that said, this offer letter does not constitute and may not be construed as a commitment to employment for any specific duration.

Your employment with the Company will be at-will, which means that you may leave the Company or the Company may require that you leave its employ, at any time and for any reason.

**Non-Solicitation**

You agree that during your employment, and for a period of one year from the date your employment with the Company ends for any reason, you will neither directly or indirectly solicit or retain, nor assist others in soliciting or retaining, Company employees to become employed by, associated with, or to perform services for any other employer or third party.

You acknowledge that you have not relied on any statements, whether oral or written, regarding your employment with the Company other than as contained in this letter.

Please acknowledge your acceptance of our offer of employment and terms and conditions described above by signing and returning this document.

If you have questions regarding any of the items I have outlined, please do not hesitate to contact me at xxxxxxxxxx.

I look forward to hearing from you soon regarding your decision.

Very truly yours,

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Accepted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name