

**[IMPORTANT: The information and materials contained herein should not be considered or relied upon as legal advice on specific factual situations. Users are urged to consult legal counsel concerning particular situations and specific legal questions.]**

**LETTER OFFERING EMPLOYMENT  
(SHORT FORM - NON-EXEMPT STATUS)**

[date]

[Applicant's name and address]

Dear [Applicant's name]:

I am pleased to extend to you an offer of employment as a [staff accountant] with our firm. We look forward to a long and mutually rewarding relationship should you decide to accept. If you do, your starting monthly salary will be \$[dollar amount]. Any overtime will be paid at the rate of 1 1/2 times your regular hourly pay rate. Additionally, you will be provided (at no cost to you) medical insurance, \$[dollar amount] of term life insurance and disability insurance. You are eligible for [number] days of sick leave and [number] days of vacation per year. [Insert alternative PTO policy] Your salary and benefits will be reviewed on or about [date], and are subject to change at that time.

First, this offer is contingent upon receipt and verification of your undergraduate and any applicable post-graduate transcripts and grade point average, as well as satisfactory personal and job-related references and a background check. Second, your employment with the firm is contingent upon presenting and maintaining legal authorization to work in the United States.

Nothing in this offer of employment is intended to create a contract for continued employment with us. Your employment will be for an unspecified period subject to termination with or without cause and with or without notice by either you or our firm. No person, except me - in writing - has the authority to enter into any other agreement that contradicts the above.

We believe our firm offers you the opportunity for a personally and professionally rewarding position, and we hope that you will decide to join us. If you accept, please sign one copy of this offer letter and return it in the enclosed envelope. This offer is open until [date].

Very truly yours,

[firm name]

I accept the offer on the terms described above.

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[Applicant's name]

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Date