



SAMPLE JOB OFFER LETTER

Ms. (Name)
(Address)
(City, State, Zip Code)

Dear Ms. (Name):

____ (name of agency), Inc. is pleased to offer you the position of Nurse for our organization. We are all excited about the potential that you bring to our company.

You will be classified as an exempt employee and will be working with our agency for a period of six months as discussed. 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.

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 the Company has 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. 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 agency), Inc.