

# THE 100

Building Blocks for  
Business Leadership

# D9

Offer Letter

## TOM SALONEK

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## How to Use this Download

- This offer letter clearly lays out the offer with a start date and offer expiration date
- To cut off at the pass questions spouses may have about your benefit plan, include details on your benefits after the main letter
- If you have non-competes, you must disclose in this letter

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## Offer Letter

[DATE]

[NAME AND ADDRESS]

Dear [NAME],

I am pleased to offer you a [POSITION NAME] position with [COMPANY NAME]. This offer expires at [EXPIRATION DATE], with a start date of [START DATE]. This offer is subject to background check being completed satisfactorily. Our offer includes the following:

- A salary of \$[SALARY]
- [# OF WEEKS] weeks of vacation per year
- Participation in [TYPE OF RETIREMENT] retirement savings program
- [LIST BONUSES AND/OR COMMISSION]
- [LIST BENEFITS]
- Eight standard paid holidays (New Years, Memorial day, July 4th, Labor Day, Thursday and Friday for Thanksgiving, Christmas Day, and a floater holiday (which can be used for Christmas Eve, MLK, or other holiday of your choice))
- [LIST ANY TRAINING]

I look forward to having you join our team.

Sincerely,

**TOM SALONEK**

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## Health Insurance

- [\[DETAILS\]](#)

## Dental

- [\[DETAILS\]](#)

## Company 401K

- [\[DETAILS\]](#)

## Short and Long Term Disability

- [\[DETAILS\]](#)

## Life Insurance

- [\[DETAILS\]](#)

## Employee Payment

- [\[DETAILS\]](#)

## Bonus

- [\[DETAILS\]](#)

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## Non-Competition

I also understand that if I am offered employment, such offer may be contingent upon my signing an agreement restricting me from competing with the company or soliciting employees or customers of the company during my employment and for a period of time following my separation from employment.

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