

# Non Binding Offer Letter

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Date]

[Candidate's Name]

[Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Subject: Non-Binding Offer of Employment

We are pleased to extend to you an offer of employment to join [Your Company Name] as a [Job Title]. After careful consideration of your qualifications and experience, we believe that you would be a valuable addition to our team.

The terms of the proposed offer are as follows:

1. Position:

You will be employed as a [Job Title] at [Your Company Name].

2. Compensation:

Your base salary will be [Offered Salary] per [hour/month/year]. In addition to your base salary, you may be eligible for performance-based bonuses or incentives, subject to company policies and targets.

3. Benefits:

You will be eligible for the employee benefits package provided by [Your Company Name], including health insurance, retirement plans, paid time off, and other benefits as outlined in the company's policies.

4. Start Date:

Your anticipated start date will be [Start Date]. However, this date is subject to adjustment if

necessary.

5. Employment Type:

This offer is for [Full-time/Part-time] employment. The employment relationship will be "at-will," which means that either you or [Your Company Name] can terminate the employment at any time, with or without cause and with or without notice.

6. Background Check and Other Conditions:

This offer is contingent upon successful completion of a background check and any other pre-employment requirements that may be applicable.

Please note that this letter is not a legally binding contract and is intended for informational purposes only. The offer is subject to further negotiation and the execution of a formal employment contract that will supersede this letter.

To accept this offer, please sign and return a copy of this letter by [Acceptance Deadline] to indicate your willingness to proceed with the formal employment process.

If you have any questions or need further clarification, please feel free to contact [Your Contact Name] at [Your Contact Email/Phone].

We hope that you will accept our offer and become a valuable member of our team. We look forward to working with you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Email]

[Your Phone Number]

Accepted by: \_\_\_\_\_ (Candidate's Signature)

Date: \_\_\_\_\_