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*Carlton Fields practices law in California through Carlton Fields Jorden Burt, LLP*

Carlton Fields  
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**Offer of Employment**

[Employee Name]  
[Employee Address 1]  
[Employee Address 2]

Dear \_\_\_\_\_\_\_\_\_\_:

I am pleased to offer you employment with [INSERT COMPANY NAME] (the “Company”) as [INSERT JOB POSITION]. Your employment date with the Company will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Following your acceptance of this offer, and as a condition to your employment with the Company, you will be required to sign certain documents relating to your employment, including an Employment Agreement. In your position, you will report directly to \_\_\_\_\_\_\_\_\_\_\_\_. Your job duties and responsibilities will include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We are pleased to offer you this position at an annual base compensation of $\_\_\_\_\_\_\_\_\_\_\_\_. In addition, you will be entitled to [INSERT VACATION, INSURANCE, 401(K), STOCK OPTIONS, ETC].

You will be employed as an “at will” employee of the Company. This means that your employment relationship with the Company may be terminated either by your or by the Company at any time and without notice, with or without good cause or for any or no cause. By signing below, you will be indicating your understanding that neither your job performance nor promotions, commendations, bonuses, or the like from the Company, will give rise to or in any way serve as the basis for modification, amendment, or extension, implication or otherwise, of your “at will” employment relationship with the Company.

As noted above, you will be expected to sign and be bound by an Employment Agreement. This Agreement will set forth various commitments intended to protect the Company and its business, during the course of employment, and thereafter. Generally, while employed by the Company, you will be prohibited from engaging in activities that conflict with your obligations to the Company.

As a Company employee, you will be expected to abide by the Company’s rules and regulations, which from time to time, may be amended and revised, in management’s sole discretion. This letter sets forth all the terms and conditions of our offer and supersedes any other representations, oral or written, that any representative of the Company may have made to you, and if signed, this letter agreement will supersede any prior understandings.

To indicate your acceptance of the Company’s offer, please sign and date this letter in the space provided below and return it to me. Once we receive your acceptance, we will prepare the Employment Agreement for your signature. This offer letter will expire if not accepted and returned by you on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am looking forward to your employment with the Company.

Sincerely,

[INSERT COMPANY NAME]

[INSERT OFFICER/DIRECTOR OF COMPANY]

[INSERT TITLE]

Accepted and agreed to this

Day of , 20\_\_\_

[EMPLOYEE]