

Date \_\_\_\_\_

Dear \_\_\_\_\_,

It is my pleasure to extend the following offer of employment to you on behalf of \_\_\_\_\_.  
Please find below our offer of employment:

**Job Title:** \_\_\_\_\_

*Job Description (can be attached on offer letter or just use job title)*

**Start Date:** \_\_\_\_\_ **End Date: (if applicable)** \_\_\_\_\_

**Compensation:** Guaranteed weekly pay of \_\_\_\_\_. This weekly is based on \_\_\_\_\_ hourly rate at \_\_\_\_\_ work hours per week. *(Annual Compensation is based on weekly X 52 weeks a year)*  
Hourly: \_\_\_\_\_

A medical stipend of \_\_\_\_\_ a month will also be provided. *(if offering)*

**Paid Time Off:** \_\_\_\_\_ *(can add basics on offer letter and do more detail on work agreement)*

**Car/expenses/travel Allowance:** Normal and reasonable expenses will be reimbursed on a monthly basis per family/nanny agreement *(include here if applicable to offer, can also just be on work agreement)*

**Conditions:** This offer is contingent upon: *(e.g. signed confidentiality agreement, final background check – when hiring a new candidate who hasn't been fully vetted yet)*

If you have any questions, please feel free to contact us. Please sign below to verify receipt and acceptance of these terms and return (scan or fax) a signed copy of this letter.

Sincerely,

I have read, understand and agree to the terms and conditions above.

**Signature:**

\_\_\_\_\_, \_\_\_\_\_ Date