
Employment Offer Letter

by Documatica Legal Forms Inc.

Banana Enterprises
11847 74th St.
New York, New York
38473

November 15, 2009

Robin McDonald
7334 Reyburne Drive
New York, New York
27364

Dear Ms. McDonald,

I am pleased to advise you that I have chosen to extend an offer of employment to you for the position of Systems Analyst. This position commences as soon as possible and is a permanent full-time position. This position also includes overtime hours as required. The rate of pay for your position will be \$28.00 per hour. You will receive your payment weekly. Initially, you will be placed on probation for 3 months.

In addition to your salary, you will be provided with the following benefits/compensations:

1. A pension provided in accordance with the Employer's standard pension.
2. Benefits provided according to the Employer's current benefit plan.

This sample represents only part of a completed document.

The remainder of the document has been intentionally omitted.

SAMPLE DOCUMENT