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January 22, 2019

Mr. John Smith  
123 Main Street  
Anytown, USA 12345

Dear John,

We are are delighted to offer you the position of Chief Bottle Washer at A3 HR Consulting, beginning on Tuesday, February 4th, 2019 and reporting to Jane Doe, Chief Kitchen Washer. This positon is full-time, 37.5 hour per week and classified as non-exempt, or paid hourly. This means you will be paid for every hour you work, and will be eligible for time and one-half pay for any hours you work over forty within a given week.

As in keeping with Massachusetts law, you will be an at-will employee, meaning you are free to leave your position at any time, and A3 is free to terminate you at any time. You can get a better understanding of this law, and the other laws and policies that are important to working at A3, by reading through our Handbook, something you'll need to do before you begin with us on Feburary 4th. ([link](#))

You will also be eligible for our full benefits package, as outlined in the enclosed, and will begin signing up for these on your first day. When you arrive, we ask that you bring identification that proves your eligibility to work in the US, you can get information here about what is and isn't allowable. <https://www.uscis.gov/i-9>. If you are not able to furnish this identification within the first three days, we will not be able to employ you.

Please take some time to read through the enclosed materials, and feel free to be in touch if you have any questions. Otherwise, we'll see you on the fourth floor at 9am on the 4th. We're delighted you're able to join our team,

Sincerely,

Anna Asphar  
Founder