



# PROPOSAL KIT SAMPLE

## SAMPLE CONTRACT PACK DOCUMENT

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For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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## <<Company>> OFFER OF EMPLOYMENT

<<CurrentDate>>

<<ContractFirstName>> <<ContractLastName>>  
<< Address of Job Candidate >>

Re: <<Company>> Offer of Employment

Dear <<ContractFirstName>> <<ContractLastName>>:

<<Company>> is pleased to offer you employment for the position of <<ContractJobTitle>> with a starting salary of << insert dollar amount of salary >>, annually. You will also be granted the following incentives and benefits:

<< List any standard or general benefits that the offer includes (health, vacation, etc.). >>

<< List any additional incentives, such as stock options, profit sharing, or other grants or warrants that may need explanation or qualification. Include any vesting requirements, but it is not necessary to go into great detail unless this employee's compensation is non-standard or may not fall easily into the definitions in your Human Resources Guide. >>

This offer of employment is considered "at will" and either party is free to sever this agreement for any reason or for no reason at any time.

Your manager will be <<Supervisor>> and your proposed

## DEMO CONTRACT

**This demo contract has been truncated. The complete 2 page editable version of this document is available in the Contract Pack template collections**

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/employment-job-offer-letter.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

[ProposalKit.com/htm/proposal-software-products.htm](http://ProposalKit.com/htm/proposal-software-products.htm)

