**Contingent Letter of Employment Offer**

To: [Candidate]

From: [Company Representative and Title]

We are excited to have you join the [Company] team! While the current economic and public health uncertainty does not allow us to make a formal offer at this time, we are presenting the following contingent letter of employment offer as an act of good faith of our intent for formal offer once the business environment stabilizes.

**Title:** [position title]

**Reporting Relationship:** The position will report to [hiring manager]

**Job Description:** See attachment A.

**Base Pay:** Will be paid in bi-weekly installments of [$x] salary (or wage of [$x] per hour), [which is equivalent to $200,000 on an annual basis salary (or, $x based on x hours per week], and subject to deductions for taxes and other withholdings as required by law or the policies of the company.

**Variable Compensation:**

**Non-Compete Agreement:** Our standard non-compete agreement must be signed prior to start.

**Benefits:**

**Vacation and Personal Time Off:**

**Car/Phone/Travel/Entertainment Expenses:**

**Other:**

**Start Date:**

Because of the current economic instability due to the coronavirus pandemic, this offer is contingent upon the stabilization of the economy and the ability to resume business as usual. This is in no way a binding agreement for either party, but rather a good faith letter of both our intents to enter into an employment agreement at a time we both agree makes sense. At that time, a formal offer letter will be presented for your review and approval.

Our target start date for this position is on or around {day and date}, but may be modified as needed and agreed upon.

If you acknowledge the above outline, please sign below. This offer is in effect for X business days.

**Signatures:**

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[candidate]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Manager]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

# Attachment A: [title] Job Description

**Job Title:**

**Reports To:**

**Overtime Status:** [Exempt or Non-exempt from overtime]

**Date:**

**Job Summary:**

**Essential Functions:**

**Required Qualifications:**