

Custom Offer Letter Template Configuration

OnePoint
Human Capital Management
www.ONEHCM.com

Test Café
111 Main Street
Chelmsford, MA 01824

Date:

Name:

Address:

Dear

Congratulations and welcome to Test Café. We are pleased to offer you employment at our restaurant. We feel your skills and background will be a valuable asset to our team.

Per our discussion, your job title at Test Café is:

Your start date will be:

Your biweekly salary will be per pay period and is subject to deductions for taxes and other required withholdings.

Benefits
Your benefits include:
Major Medical
Dental
Vision
PTO time

Your employment at Test Café is at-will and either party can terminate at any time.....

We look forward to you joining us. Please sign this offer letter below.

Name

Job requisition field types pull information onto the offer letter such as job, cost center or employee type from the job requisition.

Field Settings

Enabled

Read Only Note: This is a read only field.

Is Required

Name*

Description

Type Edit Font

Field

Label

Applicant field types pull information onto the offer letter that is entered on each applicant in the applicant custom fields.

Field Settings

Enabled

Read Only

Is Required

Name*

Description

Type Edit Font

Field

Label

Field Settings

Enabled

Read Only

Is Required

Name*

Description

Type Edit Font

To Be Signed By

Label

Sign field types allow signatures. For an applicant to sign, select "Employee" in the To Be Signed By field. The applicant is considered an employee for the custom form.