

(insert company letterhead/ logo)

COMPANY NAME
COMPANY OWNER/ROLE
COMPANY ADDRESS

DATE

NAME OF CANDIDATE
CANDIDATE ADDRESS

Dear (first name of candidate),

We are pleased to welcome you to our team at (COMPANY). We recognize the value you provided to (FORMER COMPANY NAME) and want to continue your employment post-acquisition. Your job title will (REMAIN THE SAME or CHANGE TO) (JOB TITLE), and we have attached the job description for your review. This will be effective (DATE) and you will report to (MANAGER NAME & TITLE). This is a (PART-TIME or FULL-TIME) role and your position will be (EXEMPT or NON-EXEMPT).

(*ONLY ADD IF CHANGING THE WORK SCHEDULE*) Your revised work schedule will be (INSERT SCHEDULE DETAILS HERE. ex. Monday through Friday, from 9:00AM to 5:PM EST, with a one-hour lunch break. Any overtime must be pre-approved by your supervisor).

(*ONLY ADD IF RETAINING THE WORK SCHEDULE*) You will retain your current work schedule, which is (INSERT SCHEDULE DETAILS HERE. ex. Monday through Friday, from 9:00AM to 5:PM EST, with a one-hour lunch break. Any overtime must be pre-approved by your supervisor).

The offered compensation for this role is (INSERT COMPENSATION AMOUNT & FREQUENCY). We have attached your updated job description.

Please review the attached (COMPANY HANDBOOK). It contains important information about your employment and policies you'll need to follow. (HIGHLIGHT KEY DISTINCTIONS)

(ADD AT-WILL STATEMENT)

Please accept or reject this offer by (INSERT DATE). You can contact me at (INSERT EMAIL) or (INSERT PHONE NUMBER).

If you have any questions, please contact me as soon as possible.

Welcome to (COMPANY). We look forward to continued success and growth together.

Sincerely,

COMPANY OWNER NAME, POSITION

<INSERT DISCLAIMER AND EQUAL OPPORTUNITY EMPLOYER STATEMENT>