

JOB ACCEPTANCE LETTER

Employer: _____

Employee: _____
Position and Terms of Employment:

Position Title: _____

Work Schedule: _____

Employment Type (Full-time/Part-time/Temporary): _____

Compensation and Benefits:

Base Salary / Hourly Rate: _____ USD

Payment Schedule: _____

Benefits (if any): _____

Start Date and Location:

Start Date: _____

Work Location: _____

Duties and Responsibilities:

Employee agrees to perform the duties and responsibilities assigned by the Employer diligently and to comply with all applicable policies, standards, and lawful directions. Employee shall devote full working time and attention to the performance of Employee’s duties during scheduled work hours.

At-Will Employment and Termination:

Employment is at-will, which means either party may terminate the employment relationship at any time, with or without cause or prior notice, subject to applicable law. Upon termination, Employee agrees to return all Employer property and confidential information.

Confidentiality and Intellectual Property:

Employee acknowledges and agrees to maintain confidentiality of all proprietary and confidential information of the Employer during and after employment. All intellectual property created by Employee within the scope of employment shall be the exclusive property of the Employer.

Compliance with Laws and Policies:

Employee agrees to comply with all applicable federal, state, and local laws, regulations, and Employer policies, including but not limited to workplace safety, anti-discrimination, and harassment prevention.

Dispute Resolution:

Any dispute arising out of or relating to this employment shall be resolved first through good faith negotiations. If unresolved, disputes shall be settled by binding arbitration under the rules of the American Arbitration Association in the state of employment, and judgment on the award may be entered in any court of competent jurisdiction.

Entire Agreement and Amendments:

This Letter, together with any referenced documents, constitutes the entire agreement between the parties and supersedes all prior agreements and understandings. Any amendment must be in writing and signed by both parties.

EMPLOYER'S SIGNATURE

EMPLOYEE'S SIGNATURE

Signature: _____

Signature: _____

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