***Conditional Job Offer Letter Content***

**Job Offer Basics**

* Job title
* Department, manager’s name
* Start date
* Job Description
* Start date
* Hours of work/schedule
* Status (full time, part time, regular, temporary, specific duration)
* Exempt vs. nonexempt status
* Rate of pay (hourly, weekly or by pay period) and pay period frequency
* Contingencies on which the offer may be predicated (e.g., drug testing, reference checking, physical exam, DMV driving record, security screen)
* Paid leave benefits (e.g., vacation, sick leave, PTO)
* 401(k) benefit
* Eligibility for health/welfare benefits plans
* Work location
* Arbitration Agreement
* Confidentiality, Non-disclosure, and Non-solicitation Agreement
* If travel is involved, approximate percent of travel required
* At-will employment statement.