

[Date]

[Employee Name]

[Address]

[City, State, Zip Code]

Subject: Offer of Full-Time Employment

Dear [Employee Name],

We are pleased to officially offer you a full-time position as [Job Title] with [Company Name], effective [Start Date]. This offer follows the successful completion of your contract period through [Staffing Agency Name].

The terms of your employment are as follows:

- **Position:** [Job Title]
- **Reporting To:** [Manager Name/Title]
- **Base Salary/Wage:** \$[Amount] per [Year/Hour]
- **Exempt/Non-Exempt Status:** [Status]
- **Benefits:** You will be eligible for [Company Name]'s standard benefits package, which includes [Health Insurance, 401k, Paid Time Off, etc.], subject to applicable waiting periods.

Please note that your employment with [Company Name] is "at-will," meaning that either you or the company may terminate the employment relationship at any time, with or without cause or notice.

To accept this offer, please sign and return this letter by [Expiration Date].

We have enjoyed your contributions during your contract term and look forward to welcoming you as a permanent member of the team.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Acceptance:

I, [Employee Name], accept the offer of full-time employment as outlined above.

Signature: _____ Date: _____