4818-1312-2990.v1

[NAME]

[ADDRESS]

Dear [NAME]:

We are delighted to offer you employment at [STUDIO NAME] (“[NAME]” or “the Studio”). In addition to confirming the offer, this letter will describe the terms and conditions of your employment.

1. Title: Your title will be [POSITION]. You will report directly to [SUPERVISOR].
2. Effective Date: Your employment will begin on or about [DATE].
3. Location: Your principal place of work will be [ADDRESS].
4. Schedule: You will work [INSERT DETAILS OF SCHEDULE].
5. Wages: Your rate of pay shall be [$XX.XX] per hour, subject to standard withholdings, paid [biweekly/semi-monthly], in accordance with the Studio’s pay schedule and applicable law.
6. Employee Benefits: You will be eligible to participate in all of the Studio’s employee benefit plans that are made available to all qualified employees. The Studio may, in its sole discretion, discontinue or modify any such plans, programs or practices at any time, with or without notice.
7. Employment Verification: Pursuant to federal law, this offer of employment is conditioned on your ability to provide satisfactory proof of your eligibility to work for the Studio in the United States within three days of your first day of work.
8. Background Check/Reference Check: This offer is also conditioned on your satisfactory completion of a background check and reference check.
9. [IF DESIRED: Confidentiality: You also agree that as a condition of your employment, you will sign, and comply with, a standard confidentiality agreement.]
10. Policy Adherence: Upon your arrival at the Studio, you will be asked to review and acknowledge your agreement to abide by the policies as may currently exist or as may be modified or implemented from time to time.
11. At-Will Employment: Your employment with the Studio is “At-Will.” This means that you have the right to terminate your employment at any time and for any reason. Likewise, the Studio may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. This letter does not constitute a contract of employment.

This letter reflects the entire agreement regarding the terms and conditions of your employment. Accordingly, it supersedes and completely replaces any prior oral or written communication on this subject. This letter may not be modified or amended except by a written agreement, signed by the Studio and by you.

If you have any questions, please don’t hesitate to contact [NAME] at [PHONE AND EMAIL].

We look forward to having you join us, and we expect that our relationship will be mutually rewarding. To confirm your acceptance of this offer, please return a signed copy of this document.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND TITLE

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acknowledged and Agreed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_