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COMPANY LOGO
Company
Company email
Employee/agent name and phone information

Other contact
*Your address
*Your email address

Other:

• Name of company that requires testimony
• Company contact
• Case number

RE - (Subject of letter, i.e. "Verification of Income")

Dear _____:

I hereby certify that _____ is/are:

- _____ Your agent's listing
- _____ Your company's employee
- _____ Your company's agent
- _____ Your company's agent's broker at the job
- _____ Current agent, and former owner/s
- _____ Has been a principal broker at current license level

And all of:

- _____ Request to look at supporting documentation, such as bank statements, Social Security
- _____ Documents, and other documents
- _____ Your contact for that state and for reaching letter >

Sincerely,

(Handwritten signature here)

Printed Name (Full number of authenticity) (Signify from what documentation you are including on this letter)



Mayor
 City of Madison
 800 N. N. Street
 Madison, WI 53703
 Phone: 608.261.2200
 Fax: 608.261.2201
www.cityofmadison.com

Vendor Registration

Date:

Contact Information:

Company Name:

Address:

City, State Zip:

Phone:

Fax:

Type of Business:

Products:

Services:

Is Your Company...

Insured? ☐ Yes ☐ No
 Bonded? ☐ Yes ☐ No

Licensed? ☐ Yes ☐ No

License Number:

Additional Comments:

Acceptance Letter Sample

1435 Lincoln Ave
Charleston IL 61920
Today's Date

Ms. Mary Lou Nelson
Manager of Human Resources
XYZ Corporation
2901 Glenwood Ave
Chicago IL 60429

Dear Ms. Nelson:

I am writing to confirm my acceptance of your employment offer on April 20 and to tell you how delighted I am to be joining XYZ Corporation in Chicago. The work is exactly what I have prepared to perform and hoped to do. I feel confident that I can make a significant contribution to the corporation, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00 am on July 1 and will have completed the medical examination and drug testing by the start date. Additionally, I shall complete all employment and insurance forms for the new employee orientation.

I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely,

Sarah B. Rodriguez

DIRECTOR INDEMNIFICATION AGREEMENT

This DIRECTOR INDEMNIFICATION AGREEMENT is made and entered into this ____ day of [MONTH], 20__ (the "**Agreement**") by and between [COMPANY NAME], a _____ corporation (the "**Company**") with principal offices at [PRINCIPAL ADDRESS] and [DIRECTOR NAME] ("**Director**"), whose address is [ADDRESS].

RECITALS:

WHEREAS, Director, a member of the Board of Directors of Company (the "**Board**"), performs a valuable service in such capacity for Company; and

WHEREAS, the stockholders of Company have adopted Bylaws (the "**Bylaws**") providing for the indemnification of the officers, directors, agents and employees of Company to the maximum extent authorized by [CITE] (the "**Statute**"); and

WHEREAS, the Bylaws and the Statute, as amended and in effect from time to time or any successor or other statutes of [STATE] having similar import and effect, currently purport to be the controlling law governing Company with respect to certain aspects of corporate law, including indemnification of directors and officers; and

WHEREAS, in accordance with the authorization provided by the Statute, Company may from time to time purchase and maintain a policy or policies of Directors and Officers Liability Insurance ("**D&O Insurance**"), covering certain liabilities which may be incurred by its directors and officers in the performance of services as directors and officers of Company; and

WHEREAS, as a result of developments affecting the terms, scope and availability of D&O Insurance there exists general uncertainty as to the extent and overall desirability of protection afforded members of the Board by such D&O Insurance, if any, and by statutory and bylaw indemnification provisions; and

WHEREAS, in order to induce Director to continue to serve as a member of the Board, Company has determined and agreed to enter into this Agreement with Director.

NOW, THEREFORE, in consideration of Director's continued service as a director after the date hereof, the parties hereto agree as follows:

1. Certain Definitions. The following terms used in this Agreement shall have the meanings set forth below. Other terms are defined where appropriate in this Agreement.

1.1 "**Disinterested Director**" shall mean a director of Company who is not or was not a party to the Proceeding in respect of which indemnification is being sought by Director.

1.2 "**Expenses**" shall include all direct and indirect costs (including, without limitation, attorneys' fees, retainers, court costs, transcripts, fees of experts, witness fees, travel expenses, duplicating costs, printing and binding costs, telephone charges, postage, delivery service fees, all other disbursements or out-of-pocket expenses and reasonable compensation for time spent by Director for which he or she is otherwise not compensated by Company) actually

Director Indemnification Agreement www.jcaplaw.com

[Your Name]
[Street Address]
[City, State, ZIP Code]
[Phone number - optional]
[Email address - optional]

November 9, 2019

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State, ZIP Code]

Dear [Name of Recipient]:

As a critical part of our team here at [Company Name], I have always appreciated your hard work and dedication.

After reviewing our current employee roster and company needs, I have decided to [transfer/relocate/promote] you to [Name of New Location or Position]. Congratulations on your new position! I hope that you find your new duties to be both challenging and rewarding. This change becomes effective [Date].

Should you have any questions or concerns regarding this matter, please feel free to contact me. Otherwise, I thank you for being a valued part of [Company Name].

Sincerely,

[Your Name]
[Title if any or define if none]

This gives the candidate an idea of what to expect and helps clarify any details that may have been misunderstood or overlooked during the interview process. A hard deadline will save you from losing other qualified candidates if the prospective employee decides to decline your offer. In addition to this starting salary, we're offering you [discuss stock options, bonuses, commission structures, etc. Congratulate them and express enthusiasm about offering them the job with a positive, upbeat opening line, like: "We are excited to offer you a position at [Company Name]]" You can make your opening line as formal or casual as you like, depending on your company culture. Make sure all names are spelled correctly, as well. We believe your skills and experience are an excellent match for our company. What is included in an offer letter? If your letter isn't phrased properly, though, it can pose a liability to your company. The annual starting salary for this position is [dollar amount] to be paid on a [monthly, semi-monthly, weekly, etc.] basis by [direct deposit, check, etc.], starting on [first pay period]. Typically sent before contingencies like a background check, but before signing an official employment contract, an offer letter: Normally offers a position to a job applicant Summarizes the main terms and conditions of the offer Provides details about the role and company to help a candidate decide whether or not to accept the offer If the candidate accepts your offer, they'll sign the letter and return it to you. As an employee of [Company Name], you are also eligible for our benefits program, which includes [medical insurance, 401(k), vacation time, etc.], and other benefits which will be described in more detail in the [employee handbook, orientation package, etc.]. This is typically a separate document that provides detailed legal protection for both parties. Below, we've detailed what you need to know about creating an engaging and informative employment offer letter that clearly outlines the package you're offering and gives your chosen candidate the confidence to accept. You will be reporting directly to [manager/supervisor name] at [workplace location]. Since there isn't a standard format for a job offer letter, you can reorder the elements described below to fit your company and the roles you're hiring for. Include specific details about how much the candidate will be making on an annual or hourly basis, how often they will get paid and available payment methods. Your cover letter will be easier to write after your thoughts are collected and organized.Customize Your SalutationWhen writing a salutation, make sure you know who you are writing to. This letter is not a contract or guarantee of employment for a definitive period of time. Even still, it's a good idea to have a legal professional review your offer letter before sending it to a potential employee. Brendan Sullivan is an Indeed recruiter based in Austin, TX with 4+ years of experience. Sincerely, [Your Signature] [Your Printed Name] [Your Job Title] Signature: Printed Name: Date: Job offer letter template for PDF & Word Check out our job offer letter template to help you write an offer letter that gets accepted. Disclaimer Consider including a brief disclaimer to explain that the letter is informational and not a legally binding contract or agreement. Please confirm your acceptance of this offer by signing and returning this letter by [offer expiration date]. When the candidate passes this phase, it's time to formalize the offer into a letter documenting the details you might have already discussed. Wow your future employer with this simple cover letter example format.Write a First DraftWriting a first draft makes your letter concise and professional, states The Balance Careers. Clearly state what position you're interested in and why. Provide contact information in case they have questions, and include a line for the candidate to sign and date the offer if they choose to accept. Your employment with [Company Name] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. Check for spelling and grammar mistakes to ensure a formal result. In this role, you will be required to [briefly mention relevant job duties and responsibilities]. Writing a cover letter is essential when applying for jobs. Think about why you're applying and what caught your eye about this specific position. Explain why you are a good fit for the company because of your past job experience. Company logo Use your company's official letterhead with a high-resolution image of your company logo to convey professionalism and authenticity. If you're not sure, research the company to find out. Addressing your cover letter to a specific person shows initiative and attention to detail. Closing End your offer letter by expressing excitement about welcoming the candidate to the team. This is a good way to encourage a potential employee to keep reading and seriously consider your offer. This gives future employers insight into who you are and the purpose of your cover letter.Write IntentionallyYour cover letter should be no more than one page, so keep your points brief. Once your verbal job offer is accepted, your company might require a background screening of some kind, such as a drug test, credit report and medical exam. Download PDF for Free Download Word for Free "Indeed provides these examples as a courtesy to users of this site. Is this person the owner of the company or a Human Resources administrator? Benefits To encourage a candidate to accept your job offer, briefly summarize the key benefits your company offers. Name projects you've worked on and show results.Close Your LetterEnd your cover letter with a brief sentence and sign off. Clearly state what position you are interested in and why. Organize your thoughts by making a list of what you're trying to convey. You can usually find him enjoying one of the several amazing coffee shops in Austin or organizing his record collection. Expand on your skills and give specific examples of how that skill set helped you at your last position. After you've spent time screening applications, interviewing candidates and finding the most qualified person for the job, there's more work to do before the process is completed. MORE FROM QUESTIONSANSWERED.NET At-will status Include an at-will statement. Contingencies If the job offer is contingent upon the candidate completing certain documents or performing certain tasks, mention this in the offer letter. You'll also find a customizable job offer letter template to get you started quickly. Make sure you prioritize certain aspects like your previous job experience and why you would be a good fit for the position. Please note that we are not your HR or legal adviser, and none of these documents reflect current labor or employment regulations. How do you seal the deal? However, it's important to understand that an offer letter is not always a legally binding employment agreement. Reviewed by Brendan Sullivan, Indeed Recruiter 4+ years of experience, 150+ roles filled After reviewing dozens of resumes and holding several rounds of interviews, you've finally found the perfect candidate. Let them know you'll follow up with them if you do not hear back within a week and leave your contact information. We are excited to have you join our team! If you have any questions, please feel free to reach out at any time. Thank the employer for their time and express your interest towards the job again. An offer letter provides a brief overview of the position and company and includes specific job details, like start date, salary, work schedule and benefits. Job offer letter template [Company Logo] MM/DD/YYYY Candidate First and Last Name Candidate Address City, State, Zip Dear [Candidate Name], We are pleased to offer you the [full-time, part-time, etc.] position of [job title] at [company name] with a start date of [start date], contingent upon [background check, I-9 form, etc.]. This might include the formal title of the position, anticipated start date, employment classification (full- or part-time), office location, manager/supervisor and a brief description of the role and its responsibilities. If you choose to include a deadline, consider giving the candidate at least one week to make an informed decision. Consult a lawyer to avoid using language that carries contractual implications. These contingencies might include a background check, drug test, I-9 form, signed confidentiality agreement or reference checks. For help determining what language you should use when describing an employee's at-will status, consult a legal professional. If you have no similar job experience, let the employer know why you are changing career paths. Avoid including too many details, since this is better suited for an orientation package or employee handbook. This is the perfect way to express how your specific skills are relevant to the open position. After extending an initial verbal offer to your top candidate, it's time to send an offer letter. Sign off with a professional farewell and leave room for a signature if sending a hard copy.Edit and ProofreadAs you finish writing your cover letter, make sure you take time to edit and proofread your document. Date and contact information In the upper left-hand corner, include the date, the candidate's first and last name and their address: MM/DD/YYYY Candidate First and Last Name Candidate Address City, State, Zip Greeting / opening line Start your offer letter with "Dear," followed by the candidate's first and last name. After your salutation, start your letter with a short introduction of yourself. Make sure it's structured in a professional format with the company's information, the salutation and introduction, the body of the letter, a brief closing sentence and farewell. This is where the job offer letter comes in. In the offer letter, you might briefly mention attractive benefits, such as: Insurance coverage 401(k) plan Paid time off Flexible spending accounts Educational assistance Flexible work hours Work from home options Expiration date When wrapping up your letter, decide if you want to put an expiration date on your offer. Every state (except Montana) is an at-will state, meaning that both the company and its employees can terminate employment at any time for any reason. — if applicable to the role. — if applicable]. Compensation Clearly explain the compensation package you're offering. You can also touch on equity, bonuses, commission structures, etc. Job details Begin your letter with specifics about the position, as well as work logistics.

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