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**Checklist for Drafting Offer Letter**

*Checklist Provided for Use in Lexis Practice Advisor by: Littler Mendelson, P.C.*

1. Identify position title and location.
2. If applicable, address reimbursement of relocation expenses, including any caps or conditions for such reimbursement.
3. Provide the terms of compensation, drafted carefully to avoid implication of a contract for employment of a specified term.
4. Describe or reference (with separate emphasis) any benefits for which the offeree may be eligible.
5. If the offer is for an at-will employment relationship, avoid language that could be construed as requiring not only work, but security, a term of employment, termination only for just cause or the required use of a disciplinary process prior to termination.
6. Identify any pre-employment inquiries upon which the offer is contingent, including a background check, pre-employment physical exam, or drug test.
7. Identify any agreement that the offer is conditioned upon, such as the offeree's execution of a noncompete or nondisclosure agreement.

Checklists support your drafting or transactional work with step-by-step guidance.
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