

What are the pros and cons of offer letters?

Q. We send formal offer letters to job candidates for certain positions. Could such letters legally bind us, and would we be smarter to avoid them?

A. Employers can be bound by statements made in offer letters, depending on how the statements are worded.

Offer letters can be helpful in providing notice to the employee of his or her at-will status and other information, such as whether employment is contingent on a pre-employment test or criminal background check.

Work with your attorney when drafting such letters.