



National Association of
Dental Laboratories

Here is a sample offer letter for a Dental Laboratory Technician to help you get started.

This sample offer letter can be customized to reflect the specific needs and preferences of your dental laboratory. Be sure to include any specific qualifications, certifications, or technologies that are essential for the role in your particular laboratory.

Please note that you should customize it to fit your specific needs and requirements:

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

We are pleased to extend an offer of employment for the position of Dental Laboratory Technician at [Your Company Name]. We were impressed by your skills, qualifications, and experience, and we believe you will be a valuable addition to our team. This letter outlines the terms and conditions of your employment.

Position: Dental Laboratory Technician

Location: [Company Address]

Start Date: [Start Date]

Hours: [Full-Time/Part-Time]

Supervisor: [Supervisor's Name]

Salary and Benefits:

- Your starting salary will be [Salary Amount] per [hour/month/year], paid [bi-weekly/monthly].
- You will be eligible for [Company Name] benefits, including but not limited to health, dental, and vision insurance, retirement plans, and paid time off. A detailed benefits package will be provided separately.
- You will be entitled to [number of days] of paid vacation and [number of sick days] of paid sick leave per year, subject to our company's policies.

Responsibilities:

As a Dental Laboratory Technician, your responsibilities will include, but are not limited to:

- Fabricating and repairing dental prostheses, such as dentures, crowns, bridges, and orthodontic appliances.



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- Reading and interpreting dental prescriptions and specifications.
- Collaborating with dentists and other dental professionals to ensure the highest quality products.
- Maintaining a clean and organized work environment.
- Adhering to all safety and regulatory guidelines.

Termination:

- Your employment with [Company Name] will be on an at-will basis. This means that you or [Company Name] may terminate the employment relationship at any time, for any reason, with or without cause, and with or without notice.

Confidentiality:

- You will be required to sign a confidentiality agreement to protect sensitive patient information and proprietary company data.

Background Check:

- Before your employment begins, you will be required to pass a background check.

Please indicate your acceptance of this offer by signing and returning a copy of this letter by [Acceptance Deadline], no later than [Date]. Should you have any questions or require clarification about the terms and conditions of your employment, please do not hesitate to contact us at [Company Phone Number] or [Company Email Address].

We are excited about the opportunity to work with you and believe that you will contribute significantly to our dental laboratory team. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Company Phone Number]

[Company Email Address]