

LETTER TEMPLATE

JOB OFFER LETTER

Dear **[Candidate Name]**,

[Company name] is delighted to offer you the **[full-time, part-time, etc.]** position of **[job title]** with an anticipated start date of **[start date]**, contingent upon **[background check, drug screening, etc.]**.

As the **[job title]**, you will be responsible for **[brief mention of job responsibilities and expectations]**.

You will report directly to **[manager/supervisor name and title]** at **[workplace location]**. Working hours are from **[hours of day, days of week]**.

The starting salary for this position is **[dollar amount]** per **[hour, year, etc.]**. Payment is on a **[weekly, biweekly, monthly, etc.]** basis by **[direct deposit, check, etc.]**, starting on **[date of first pay period]**. In addition, you will be eligible to receive **[discuss additional compensation potential]**.

[Company name] offers a comprehensive benefits program, which includes **[medical insurance, 401(k), paid time off, etc.]**.

Your employment with **[company name]** will be on an at-will basis, which means you and the company are free to terminate employment at any time, with or without cause or advance notice. This letter is not a contract indicating employment terms or duration.

Please confirm your acceptance of this offer by signing and returning this letter by **[offer expiration date]**.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]

Candidate Signature: _____

Candidate Printed Name: _____

Date: _____