**OFFER LETTER FORMAT**

[DATE]

Dear [RECIPIENT NAME],

We are pleased to extend this job offer for the position of [POSITION] at [YOUR COMPANY NAME].

You will be reporting to [SUPERVISOR NAME].

Please see relevant information. Which is given below:

* Working hours will be from [START TIME] to [END TIME].
* You will be required to work Five days a week. Saturday and Sunday will be a regular week off.
* Your annual base compensation will be $[NUMBER]
* You will be eligible for benefits as per [YOUR COMPANY NAME] policy.
* You will be eligible to avail [NUMBER 1] days of sick leave annually.
* You will be eligible to avail [NUMBER 2] days of paid leave annually.

Please indicate your willingness of acceptance of the offer letter by returning a signed copy to our office at the earliest. Please feel free to call me at [YOUR PHONE NUMBER] or write to me at [YOUR EMAIL ID] if you have any question or query. I will be happy to help you.

We are excited to have you on board!

Regards,

[YOUR SIGNATURE]

[YOUR NAME]