

MM/DD/YYYY

Candidate First and Last Name  
Candidate Address  
City, State, Zip

Dear [Candidate Name],

We are pleased to offer you the [full-time, part-time, etc.] position of [job title] at [company name] with a start date of [start date], contingent upon [background check, I-9 form, etc.]. You will be reporting directly to [manager/supervisor name] at [workplace location]. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to [briefly mention relevant job duties and responsibilities].

The annual starting salary for this position is [dollar amount] to be paid on a [monthly, semi-monthly, weekly, etc.] basis by [direct deposit, check, etc.], starting on [first pay period]. In addition to this starting salary, we're offering you [discuss stock options, bonuses, commission structures, etc. — if applicable].

Your employment with [Company Name] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

As an employee of [Company Name], you are also eligible for our benefits program, which includes [medical insurance, 401(k), vacation time, etc.], and other benefits which will be described in more detail in the [employee handbook, orientation package, etc.].

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

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,  
[Your Signature]

[Your Printed Name]  
[Your Job Title]

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_