

Offer Letter Template

[Your Company Letterhead]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Candidate's Full Name]

[Candidate's Address]

[City, State, ZIP Code]

Subject: Offer of Employment

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We are impressed with your skills and experience, and we believe that you will make a valuable contribution to our team. Please find below the details of your employment offer:

Position Title: [Job Title]

Department: [Department Name]

Reporting To: [Supervisor's Name and Title]

Employment Type: [Full-Time/Part-Time/Contractual]

Start Date: [Proposed Start Date]

Work Location: [Work Location Address/Remote/Hybrid]

Compensation and Benefits:

- **Salary:** You will receive an annual base salary of [Amount] (before applicable deductions), paid on a [Weekly/Bi-Weekly/Monthly] basis.
- **Benefits:** You will be eligible to participate in the company's benefits program, including but not limited to [Health Insurance, Dental Insurance, Paid Time Off, 401(k), etc.].
- **Bonus/Commission Structure:** [If applicable, specify bonus structure or commission terms, or state "N/A" if not applicable.]
- **Paid Time Off (PTO):** [Number of PTO days per year].

Working Hours:

Your standard working hours will be from [Start Time] to [End Time], [Days of the Week], with a total of [Number of Hours] per week.

Employment Conditions:

This offer is contingent upon:

- Successful completion of background checks.
 - Execution of the company's confidentiality and non-compete agreements, as applicable.
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Acceptance of Offer:

Please indicate your acceptance of this offer by signing and returning a copy of this letter by **[Deadline Date]**. If you have any questions or need further clarification, please feel free to reach out to **[HR Contact Name, Email, and Phone Number]**.

We are excited about the prospect of having you join our team and look forward to your acceptance.

Sincerely,

[Your Full Name]

[Your Job Title]

[Company Name]

[Email Address]

[Phone Number]

Candidate's Acceptance:

I, **[Candidate's Full Name]**, accept the offer of employment for the position of **[Job Title]** at **[Company Name]**.

Candidate's Signature: _____

Date: _____