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# Offer Letter Template

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[Your Company Letterhead]

[Company Name]

[Company Address]

[Email Address] | [Phone Number]

[Date]

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[Candidate's Name]

[Candidate's Address]

**Subject: Job Offer**

Dear [Candidate's Name],

We are thrilled to extend to you an offer for the position of **[Job Title]** at **[Company Name]**. Your qualifications, skills, and experience stood out, and we are confident that you will make an excellent contribution to our growing team. We believe that your talent and dedication will help us achieve new milestones together. Below, you will find the full details of your employment offer:

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**Position:** [Job Title]

**Department:** [Department]

**Reporting To:** [Supervisor's Name and Title]

**Start Date:** [Start Date]

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

This role is critical to the success of our team, and we are excited to see how your contributions will support our goals and initiatives.

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## Compensation and Benefits:

- **Salary:** You will receive a salary of **[Salary Amount]** per [Frequency], before applicable deductions. This salary will be paid through direct deposit.
- **Benefits Package:** You will have access to our comprehensive benefits package, including [Health Insurance, Dental Insurance, Vision Insurance, Retirement Plans, and more].
- **Paid Time Off (PTO):** You will be entitled to [Number] days of PTO annually, in addition to public holidays recognized by the company.
- **Bonus Opportunities:** Based on performance, you may be eligible for annual bonuses or other incentive programs.

Our benefits are designed to support your overall well-being and help you thrive both professionally and personally.

**Working Hours:**

Your standard working hours will be from [Start Time] to [End Time], [Days of the Week], totaling approximately [Number of Hours] per week. Flexible working arrangements are available based on team needs.

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**Next Steps:**

Please review this offer carefully. If you have any questions or require clarification, feel free to contact **[HR Contact Name, Email, and Phone Number]**. To accept this offer, sign and return a copy of this letter by **[Deadline Date]**.

We are excited about the opportunity to work together and are confident that you will bring significant value to **[Company Name]**. Welcome to the team, and we look forward to your contributions!

Sincerely,

**[Your Name]**

**[Your Job Title]**

**[Company Name]**

**[Email Address] | [Phone Number]**

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**Acceptance:**

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_