horizontal line

Offer Letter Template

**[Date]**

**[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]**

**Dear [Recipient's Name],**

We are pleased to offer you the position of [Job Title] at [Company Name]. We believe your skills and experience are an excellent match for our company.

**Position and Responsibilities:**  
As [Job Title], you will be responsible for [Brief Job Responsibilities]. You will report directly to [Supervisor's Name and Title].

**Compensation:**  
Your annual gross salary will be [Salary Amount], paid in bi-weekly installments. In addition to this, we offer a comprehensive benefits package including health insurance, retirement savings plan, and paid time off.

**Start Date and Employment Conditions:**  
Your start date is scheduled for [Start Date]. This offer is contingent upon the completion of background checks and any other pre-employment requirements as applicable.

**Acceptance:**  
Please confirm your acceptance of this offer by signing and returning this letter by [Deadline].

We are excited about the possibility of you joining our team and look forward to your positive response.

**Sincerely,**

**[Your Name]  
[Your Job Title]  
[Company Name]  
[Your Contact Information]**