
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]