

Job Offer Letter Sample PDF

[Your Company's Letterhead]

[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 [Your Company Name].
Your qualifications and experience make you the ideal candidate for this role.

Job Details

- Title: [Job Title]
- Department: [Department Name]
- Supervisor: [Supervisor's Name]

Compensation Package

- Salary: \$[Amount] annually
- Pay Cycle: [e.g., bi-weekly, monthly]
- Benefits: [e.g., medical insurance, dental insurance, 401(k), etc.]

Start Date

- Start Date: [Start Date]

Work Schedule

- Hours: [e.g., 9 AM – 5 PM, Monday to Friday]



Employment Terms

This role is [full-time/part-time] and [exempt/non-exempt]. Your employment with [Your Company Name] will be at-will, allowing either party to terminate the relationship at any time with or without cause or notice.

Acceptance

To accept this offer, please sign and return this letter by [Acceptance Deadline].

We look forward to working with you and are excited about the future contributions you will bring to our team.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Email]

[Your Phone Number]

Acceptance of Offer

I, [Recipient's Name], accept the position of [Job Title] at [Your Company Name] under the terms outlined in this offer letter.

[Recipient's Signature]

[Date]