
Job Offer Letter Template

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are thrilled to extend an offer for the position of [Job Title] at [Your Company Name]. Your skills and experience align perfectly with our needs, and we are confident you will be an excellent addition to our team.

Job Title and Responsibilities

- Position: [Job Title]
- Department: [Department Name]
- Reports To: [Supervisor's Name]

Compensation

- Salary: \$[Amount] per [hour/year]
- Pay Period: [e.g., bi-weekly, monthly]
- Benefits: [e.g., health insurance, retirement plans, etc.]

Start Date and Location

- **Start Date:** [Start Date]
- **Location:** [Office Location]

Work Hours

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

Employment Terms

**This position is [full-time/part-time] and is classified as [exempt/non-exempt].
Employment with [Your Company Name] is at-will, meaning it can be terminated
by either party at any time, with or without cause or notice.**

Next Steps

**Please sign and return this letter by [Acceptance Deadline] to confirm your
acceptance.**

**We are excited to have you join us and look forward to your positive
contributions.**

Warm regards,

[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]