

Job Offer Letter Word Format

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are delighted to offer you the position of [Job Title] at [Your Company Name]. After careful consideration, we believe you are the ideal candidate for this role and look forward to having you join our team.

Position Information

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

Salary and Benefits

- Annual Salary: \$[Amount]
- Payment Frequency: [e.g., bi-weekly, monthly]
- Benefits Package: [e.g., health insurance, 401(k), etc.]

Starting Date

- Start Date: [Start Date]

Work Schedule

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

Employment Conditions

This offer is for a [full-time/part-time] position and is [exempt/non-exempt]. Please note that your employment is at-will, meaning either you or [Your Company Name] can terminate your employment at any time, with or without cause or notice.

Acceptance

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

We are excited to welcome you to our team and look forward to your contributions.

Best 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]