

# Simple Job Offer Letter Sample

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Your Company Name]. We were impressed with your background and skills, and we believe you will be a valuable addition to our team.

## Position Details

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

## Compensation and Benefits

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

## Start Date

- Start Date: [Start Date]

## Work Hours

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

### **Employment Terms**

**This position is [full-time/part-time] and [exempt/non-exempt]. Your employment with [Your Company Name] will be on an at-will basis, which means that either you or the company may terminate the employment relationship at any time, with or without cause or notice.**

### **Acceptance**

**To accept this offer, please sign and date this letter and return it to us by [Acceptance Deadline].**

**We are excited about the opportunity to work with you and look forward to your contributions 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.**

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**[Recipient's Signature]**

**[Date]**