MM/DD/YYYY

[Candidate First and Last Name]

[Candidate Address]

[City, State, Zip]

Dear [Candidate Name],

It has been a pleasure to get to know you over the past few weeks. After a thorough discussion and evaluation of all that you bring to the table, we feel that you would be an excellent fit for our company. Therefore, [Company Name] is excited to extend this employment offer to you and to have you join us as [job title] on our [team name] team.

Below are the details of this job offer, and we ask that you please read through them very carefully. You will find information regarding salary, benefits, and other related opportunities as well as the terms and conditions of your employment with our company. As you read through these details, please don’t hesitate to reach out to [name] who is our HR contact with any questions or concerns; [he/she] will be able to walk you through any questions you may have.

This offer of employment is a [full time, part-time, etc…] position as [job title]. This position reports directly to [supervisor/manager name and title] and, if accepted, employment will begin on [proposed date] at [workplace location]. As [job title], you will be expected to work [days of week and hours of work]. As discussed during the interview process, your responsibilities will include [list job responsibilities here]. If you have any questions about the job requirements or environment, please contact [supervisor/manager listed above] at [email or phone number].

As [job title], your starting pay would be [annual base salary or dollar amount] per [year, hour, week, etc…], and you would be paid [weekly, monthly, etc…) beginning [which pay period after the date of employment]. In addition to your base compensation, benefits include [health, dental, life if applicable] insurance as well as optional [list any optional benefits offered] benefits. [If your company covers any portion of the cost of health insurance or dental insurance, list that information here]. Finally, [company name] offers [list any bonus opportunities or stock options, profit-sharing, or commissions here]. [If your company offers these last additional bonuses, be sure to include information about any rules or other important details here.]

We sincerely hope you’ll accept this offer and are happy to discuss any questions or concerns you may have. However, we do request that you respond to this offer affirmatively and, unless otherwise discussed, agree to the above terms by the close of business on [day of the week/date/month/year]. We look forward to your response and to having you join our team.

Sincerely,

[Sender Name]

[Job Title, contact number]