Job Offer Letter Template

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

# Client Information

[Candidate Name]

[Candidate Address]

[City, State, ZIP Code]

# Subject: Job Offer for [Job Title]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Your Company Name], effective from [Start Date]. We were impressed by your qualifications and believe you will be a valuable addition to our team.

# 1. Position Details

Your role as [Job Title] will include the following responsibilities:

- [Briefly describe the main responsibilities and tasks]

You will report directly to [Supervisor’s Name], [Supervisor’s Title].

# 2. Compensation

Your starting salary will be [Salary Amount] per [hour/week/month/year], payable in accordance with our standard payroll schedule. You will also be eligible for the following benefits:

- [List any benefits, such as health insurance, retirement plans, bonuses, etc.]

# 3. Working Hours

You will be expected to work [Number] hours per week, with normal working hours from [Start Time] to [End Time], [Days of the Week]. Overtime may be required depending on business needs.

# 4. Employment Type

Your position is classified as [Full-Time/Part-Time/Temporary/Contract].

# 5. Conditions of Employment

This offer is contingent upon:

- Successful completion of background checks and reference checks

- [Any other contingencies such as drug tests, probationary periods, etc.]

# 6. Benefits

You will be eligible for the following benefits:

- [Health insurance]

- [Retirement benefits]

- [Paid time off/vacation]

- [Other benefits, if applicable]

# 7. Confidentiality and Non-Compete Agreement

As part of your employment, you may be required to sign a confidentiality and/or non-compete agreement, which will be provided separately.

# 8. Start Date

Your expected start date is [Start Date]. Please confirm your acceptance of this offer by signing below and returning a copy by [Response Deadline Date].

# 9. Acceptance of Offer

If you have any questions or require additional information, feel free to contact us at [Your Contact Information]. We look forward to welcoming you to the team and are excited about the contribution you will make to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

# Acceptance of Job Offer

I, [Candidate Name], accept the position of [Job Title] at [Company Name] under the terms outlined above.

Candidate Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_