

**Company Name**

**& Logo**

What to Include in a Job Offer Letter

(INSERT COMPANY LETTERHEAD/ LOGO)

**Company Name Company Owner/ Role Company Address**

**Name Of Candidate Candidate Address**

**DATE**

**Candidate’s Name**

Dear (ﬁrst name of candidate), [Introduce what your company does].

**Job Title & Description**

**Start Date**

**Offer Contingencies**

**Offer Period**

**Disclaimer**

On behalf of (INSERT COMPANY NAME), I am pleased to offer you a chance to be a part of our team. I would like to offer you the position of

(INSERT JOB TITLE & DESCRIPTION). You will be part of our (INSERT TEAM NAME) team and will report to (INSERT HIRING MANAGER NAME). This is a part time/ full time/1099 role; you’ll receive more information in your employment agreement.

Your employment will begin on (ENTER START DATE). The offered compensation for this role is (INSERT COMPENSATION AMOUNT).

Upon success in your role, you will become eligible for bonuses and pay increases; your direct manager will evaluate your performance on a (INSERT TIME FRAME) basis. You will also be eligible for our beneﬁts program, which includes (INSERT BENEFIT OFFERINGS),

after a XX probationary period.

Please note that this offer is contingent upon your ability to pass a (insert

background test, drug test, etc…). More information on this will come under separate cover. (ADD AT-WILL STATEMENT)

Please accept or reject this offer by (INSERT DATE). You can contact me at

(INSERT EMAIL) or (INSERT PHONE NUMBER).

If you have any questions, please contact me as soon as possible. This is an exciting time; welcome to our team!

Sincerely,

Company Owner Name, Position

<INSERT DISCLAIMER AND EQUAL OPPORTUNITY EMPLOYER STATEMENT>

**Compensation**

**Beneﬁts Summary**

**At-Will Statement**

**Method of Acceptance**



