

EMPLOYMENT OFFER LETTER

MM/DD/YY

_____[Candidate's full name]

_____[Candidate's address]

Dear _____[Candidate Name],

We are excited to offer you the _____[full-time/part-time] position of _____
_____[position] at _____ - _____[company name] beginning on
_____[start date], conditional on a background check and completion of the I9 tax form.

In this role, you will be responsible for _____

_____[mention responsibilities of the position].

The position's salary is _____[annual salary] a year, and you will be paid on a _____
[weekly/monthly] basis. As an employee of _____[company name], you
will receive _____[amount of days] of paid vacation per year, medical insurance,
and a 401(k).

By acknowledging this letter with your signature and mailing it back, you declare that you have
accepted the job offer.

Please provide a response to the offer by _____[MM/DD/YY] at the latest.

We think you are a perfect match for the role, and we are looking forward to having you join us! If you
have any concerns, please feel free to contact me at any time at _____[email address]
or by phone at _____[your phone number].

Kind Regards,

_____[Your Signature]

_____[Your Full Name]

_____[Your Job Title]

_____[Company name]