**LETTER OF OFFER**

***DD/MM/ YYYY***

***Candidate First and Last Name  
Candidate Address  
City, State, Zip***

Dear **(*Candidate Name*),**

We are pleased to offer you the **(*full-time, part-time, etc.*)** position of **(*job title*)** at **(*company name*)** with a start date of **(*start date*)**. You will be reporting directly to **(*manager/supervisor name*)** at **(*workplace location)***. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to**(b*riefly mention relevant job duties and responsibilities*) or *Attach Job Description along with the offer***.

The annual starting salary for this position is **(*amount*)** to be paid on a **(*monthly, semi-monthly, weekly, etc.)*** basis by **(*direct deposit- NEFT, cheque, etc.*)**. In addition to this starting salary, we’re offering you **(*incentives, bonuses, commission structures, etc. — if applicable*)**.

Your employment with **(*Company Name*)** will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

As an employee of **(*Company Name*)**, you are also eligible for our benefits program, which includes **(*medical insurance and other benefits- if any*)**.

Please confirm your acceptance of this offer by signing and returning this letter by **(*offer expiration date*)**. This offer is valid only for 3 days from now.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,  
***Authorized Signatory***

***Name***

***Job Title***

   
Candidates Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of acceptance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_