

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]

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