

[Company Name]
[Street Address]
[City, State ZIP]

[Month DD, YYYY]

[Candidate Name]
[Street Address]
[City, State ZIP]

Re: Offer of employment

Dear [Candidate Name],

We're pleased to offer you the position of [Job Title] at [Company Name]. We were impressed by [something specific from the interviews] and believe you'll be a great addition to the team.

Position details:

- Start date: [Month DD, YYYY]
- Reports to: [Manager Name, Title]
- Status: [Full-time / Part-time], [exempt / non-exempt]
- Work location: [Office address / Remote / Hybrid]
- Pay: \$[amount] per [year / hour], paid [biweekly]
- Benefits: [health insurance, 401(k), paid time off, other]

This offer is contingent on [a background check / proof of eligibility to work in the United States / other conditions].

Employment with [Company Name] is at will, meaning either you or the company may end the employment relationship at any time, with or without cause or notice. This letter is not a contract of employment for any set length of time.

To accept, please sign and return this letter by [Month DD, YYYY]. If you have questions, contact me at [email or phone].

We look forward to working with you.

Sincerely,

[Hiring Manager Name]
[Title]

Accepted: _____ Date: _____
[Candidate Name]