[Company letterhead]

[Date]

Dear [Candidate name],

We are delighted to offer you the position of [Job title] at [Company], reporting to [Manager name], [Manager title]. We were impressed by [something specific] and are excited to welcome you to the team.

Term	Details
Start date	[Date]
Location / schedule	[Office address / hybrid / remote; hours]
Employment type	[Full-time; exempt / non-exempt]
Salary	[$ per year], paid [frequency]
Bonus / commission	[Details or N/A]
Benefits	[Health, retirement, paid time off — eligibility dates]

This offer is contingent on [background check / references / proof of eligibility to work].

[At-will statement, if applicable: Your employment with [Company] is at will, meaning that either you or the company may end it at any time, with or without cause or notice. This letter is not a contract of employment for any specific period.]

Please sign and return this letter by [deadline]. If you have any questions, contact [name, email, phone].

We look forward to working with you.

Sincerely,
[Name]
[Title]

Acceptance

Signature _____ **Printed name** _____

Date _____ **Confirmed start date** _____

Notes