

Initial Employment Offer

Date: _____

Candidate Name: _____

Address: _____

City, State ZIP: _____

Dear [Candidate Name],

We are pleased to extend to you an offer of employment at [Company Name] for the position of [Job Title]. This offer is contingent upon successful completion of all pre-employment requirements.

Below are the terms and conditions of your employment:

- **Position:** [Job Title]
- **Start Date:** [Start Date]
- **Salary:** [Salary Amount] per [year/month/hour]
- **Work Schedule:** [Full-Time/Part-Time], [Standard Working Days/Hours]
- **Supervisor:** [Supervisor Name/Position]
- **Benefits:** [Brief Description or “As outlined in the employee handbook”]
- **Employment Status:** [At-Will/Contract/Other]

Please indicate your acceptance of this offer by signing below and returning a copy by [Return Date].

Sincerely,

[Company Representative Name]

[Title]

[Company Name]

Candidate Signature

Date