

Employment Offer Letter

[Date]

[Candidate Name]

[Address]

[City, State ZIP]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. Please review the terms and conditions of our offer outlined below.

1. Position

Your job title will be [Job Title], reporting to [Supervisor Name/Title].

2. Start Date

Your anticipated start date is [Start Date].

3. Compensation

Your starting salary will be [Salary Amount] per [Year/Month/Hour], paid on a [Frequency] basis.

4. Benefits

You will be eligible for [list basic benefits, e.g., health insurance, paid time off, etc.], according to company policy.

5. Employment At-Will

Employment with [Company Name] is at-will. This means that either you or the company may terminate employment at any time, with or without cause.

6. Other Terms

This offer is contingent upon [any conditions, e.g., background check, reference check, etc.].

Please indicate your acceptance of this offer by signing and returning this letter by [Date].

We look forward to having you join our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Candidate Name] Date