

# Offer of Employment

Date: \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

We are pleased to offer you the position of **[Job Title]** at **[Company Name]**. We believe that your skills and experience will be an ideal fit for our team.

## Position Details

**Position:** [Job Title]  
**Department:** [Department]  
**Supervisor:** [Supervisor Name/Title]  
**Start Date:** [Start Date]

## Compensation and Benefits

**Salary:** [Base Salary] per [Year/Month]  
**Benefits:** [Overview of Benefits, e.g., health insurance, vacation days, retirement plans.]

## Work Schedule

**Hours:** [e.g., Full-time, 40 hours per week]  
**Location:** [Work Location/Remote/Hybrid]

## Employment Conditions

This offer is contingent upon the completion of background checks and verification of references as required by [Company Name] policies.

Your employment will be at-will, meaning either you or the company may terminate employment at any time, with or without cause or advance notice.

## Acceptance

Please sign below to indicate your acceptance of this offer. Kindly return a signed copy by [Acceptance Deadline].

\_\_\_\_\_  
[Candidate Name]

\_\_\_\_\_  
[Company Representative Name and Title]

Date: \_\_\_\_\_