

(insert company letterhead/ logo)

COMPANY NAME
COMPANY OWNER/ROLE
COMPANY ADDRESS

DATE

NAME OF CANDIDATE
CANDIDATE ADDRESS

Dear (first name of candidate),

[Introduce what your company does].

On behalf of (INSERT COMPANY NAME), I am pleased to offer you a chance to be a part of our team. I would like to offer you the position of (INSERT JOB TITLE & DESCRIPTION). You will be part of our (INSERT TEAM NAME) team and will report to (INSERT HIRING MANAGER NAME). This is a (PART-TIME or FULL-TIME) role and your position will be (EXEMPT or NON-EXEMPT).

Your work schedule will be (INSERT SCHEDULE DETAILS HERE. ex. Monday through Friday, from 9:00AM to 5:PM EST, with a one-hour lunch break. Any overtime must be pre-approved by your supervisor).

Your employment will begin on (ENTER START DATE). The offered compensation for this role is (INSERT COMPENSATION AMOUNT & FREQUENCY). Upon success in your role, you will become eligible for bonuses and pay increases; your direct manager will evaluate your performance on a (INSERT TIME FRAME) basis. You will also be eligible for our benefits program, which includes (INSERT BENEFIT OFFERINGS), after a (XX) training period.

Please note that this offer is contingent upon your ability to pass a (insert background test, drug test, etc.). More information on this will come under separate cover. (ADD AT-WILL STATEMENT)

Please accept or reject this offer by (INSERT DATE). You can contact me at (INSERT EMAIL) or (INSERT PHONE NUMBER).

If you have any questions, please contact me as soon as possible.

This is an exciting time; welcome to our team!

Sincerely,

COMPANY OWNER NAME, POSITION

<INSERT DISCLAIMER AND EQUAL OPPORTUNITY EMPLOYER STATEMENT>