

[Company logo]

MM/DD/YYYY

Candidate's full name

Candidate's complete address

Dear [Candidate's name],

We are pleased to offer you the position of [Job title] at [Company name]!

We believe that your knowledge, skills, and experience are an excellent match to the [Full-time or part-time] [Job title] position. In this role, you will be expected to [discuss duties and responsibilities]. You will start on [start date] and report directly to [Supervisor's name] at [Office address]. You will be expected to work from [work hours and days of the week].

For this position, the starting salary is [amount] that will be paid on a [monthly, weekly, etc.] basis through [check, bank deposit, etc.]. The first pay period will be on [date]. Aside from the salary, we are offering key benefits such as [insurance, paid time off, etc.]. The benefits package will be explained in more detail during the employee orientation.

Your employment with [Company name] will be on an at-will status. It means that you and the company can terminate the employment for whatever reason and at any time.

Should you accept his job offer, please sign and return this letter on or before [expiry date].

If you have any questions, please feel free to call me at [phone number] or send an email at [email address]. We are excited to have you on our team and we look forward to working with you!

With kind regards,

[Your signature]

[Your full name]

[Your job title]