Job Offer Letter Template

Dear**[Insert Candidate Name]**,

**[Company name]** is happy to offer you**[full-time, part-time, etc.]** role of with a starting date of **[start date]**, contingent upon **[background check, drug screening, etc.]**.

As the **[title]**, you will be responsible for [**brief mention of the job description, expectations, and job responsibilities]**.

You will report directly to **[supervisor/manager name and job title]** at **[work location, place]**. Working hours are set from **[example: 9 to 5, 5 days a week]**.

The starting salary for this role is**[dollar]** per **[hour, year, etc.]**. Payment is on a **[weekly, fortnightly, monthly]** basis by **[cheque, direct deposit, etc.]**, starting on **[date and month of first pay period]**.

Additionally, you will be eligible to receive [additional compensation potential].

**[Company name]** offers extensive benefits, including **[health insurance, paid leaves, time off, etc.]**

Your employment is on a **[contractual, part-time, full-time, etc.]** basis. Therefore, this letter is not to be taken as a contract indicating employment terms or duration.

Please confirm your acceptance by signing and returning this letter by the maximum .

Sincerely,

**[Your Signature]**

**[Your Printed Name]**

**[Your Role in the organization]**

Signature of candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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