[INSERT SUCCESSFUL CANDIDATES NAME]

[INSERT SUCCESSFUL CANDIDATES ADDRESS]

Date: [INSERT LETTER DATE]

**RE: EMPLOYMENT OFFER**

Dear [INSERT SUCCESSFUL CANDIDATE NAME],

Following your interview with us on the [INSERT DATE] we would like to offer you employment for [INSERT POSITION] at [INSERT EMPLOYMENT NAME] at the salary of $[INSERT SALARY] [per year] OR [per week] OR [per Month] OR [bi-weekly], commencing on the [INSERT START DATE]. This is a [permanent] OR [fixed term] OR [temporary] OR [temporary to cover maternity leave] position. [You will also be entitled to commission based on [INSERT COMMISSION DETAILS]. The payment of commission is paid in accordance with your terms of employment and subject to the company’s decisions.]

You may also be eligible for the following benefits:

* [Health insurance];
* [Pension plan];
* [Life insurance];
* [Disability insurance]; and
* [INSERT OTHER BENEFITS].

You will receive reimbursements for the following expenses in accordance with our policies which may be modified from time to time:

* [Travel expenses];
* [Food];
* [Business apparatus];
* [Education or training]; and
* [INSERT OTHER].

Your role as a [INSERT POSITION] will involve the following job responsibilities:

* [INSERT JOB RESPONSIBILITIES].

You will be entitled to [INSERT HOLIDAYS] of paid annual leave per year in accordance with your employment terms and our employment policies. You will also be entitled to [INSERT NUMBER OF DAYS] of paid sick leave per year.

As explained during your interview, this employment offer is made subject to satisfactory results of the pre-employment background checks. It is also subject to the completion of a successful probationary period of [INSERT PROBATIONARY PERIOD].

For full details of the employment offer terms and position please see your employment contract. If you would like to accept this position, please contact [INSERT CONTACT DETAILS] to confirm your acceptance and we will be in touch with your employment contract to formalize the acceptance.

If you have any questions regarding the content of this letter or regarding the employment position, please do not hesitate to contact me at [INSERT EMAIL] or [INSERT PHONE].

We are delighted to be offering you this opportunity and look forward to you joining the organization and working with you.

Yours Sincerely,

[INSERT WRITERS NAME]

[INSERT WRITERS JOB TITLE]

[BUSINESS/ORGANISATION NAME]

[BUSINESS/ORGANISATION ADDRESS]