Job offer letter

[Company name]
[Street address, City, State ZIP]

[Date]

[Candidate full name]
[Street address, City, State ZIP]

Dear [Candidate first name],

We are pleased to offer you the position of [Job title] at [Company name]. You will report to [Manager name and title] and work at [work location].

Start date: [Start date]
Employment type: [Full-time / Part-time], [non-exempt (paid hourly, eligible for overtime) / exempt (salaried)]
Pay: [$ amount] per [hour / year], paid [weekly / every other week / twice a month] by direct deposit or paper check
Schedule: [Days and hours, or "as scheduled, about ___ hours a week"]

Benefits: You will be eligible for [health insurance, dental, vision, 401(k), paid time off] starting [date or waiting period], under the terms of each plan. Details are in the enclosed benefits summary.

This offer depends on you providing documents that prove your identity and authorization to work in the United States for Form I-9 within three business days of your start date. [Add any other conditions, such as a background check.]

Employment with [Company name] is at will. This means that you or the company may end the employment relationship at any time, with or without cause or notice. Nothing in this letter is a contract for a fixed term of employment.

Please sign and return this letter by [deadline date] to accept. If you have questions, contact me at [phone] or [email].

We look forward to having you on the team.

Sincerely,

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[Name]
[Title]

Acceptance

I accept this offer on the terms above. I understand that my employment is at will and that this letter is not a contract for any fixed period of employment.

Candidate signature	Date
For the company	Date

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