



[Company]  
[Company Address]  
[City, State ZIP Code]  
[Phone Number]  
[Email Address]

[Candidate]  
[Candidate Address]  
[City, State ZIP Code]

[Date]  
Dear [Candidate],

We are pleased to offer you the position of [Position] at [Company]. We believe that your skills, experience, and qualifications will be valuable assets to our team, and we are excited for you to join us.

As discussed in the interview process, the terms of your employment are as follows:

- Position: [Position]
- Job title: [Job Title]
- Salary: [Salary] per year, paid on a [weekly, bi-weekly, monthly] basis.
- Benefits: [Benefits package, including health insurance, 401k plan, paid time off, etc.]
- Start Date: [Start Date]
- Work Schedule: [Work schedule, including hours and days of the week]
- Probationary Period: [If applicable, length of probationary period and what it entails]
- Location: [Work/office location]
- Reporting Structure: [Who the candidate will be reporting to and the chain of command]

As a condition of employment, you will be required to provide proof of your eligibility to work in the United States, as well as complete a background check and any other pre-employment requirements outlined in this letter.

This letter of offer is made on an at-will basis, which means that either you or the company may terminate the employment relationship at any time, with or without cause or notice.

Please sign and date this letter in the space provided below to confirm that you accept the terms of this offer and return a copy to us by [Offer Expiration Date].

We look forward to welcoming you to the team and to a productive and successful future together.

Sincerely,  
[Your Name]  
[Your Title] & [Company Name]

[Candidate Signature] \_\_\_\_\_  
[Candidate Printed Name]  
[Date] \_\_\_\_\_