[Company name]

[Address] · [Phone] · [Email] · [Website]

[Date]

[Candidate name]
[Address or email]

Dear [Candidate name],

We are pleased to offer you the position of [Job title] at [Company], reporting to [Manager name, title].

TERMS OF THE OFFER

- **Start date:** [Date]
- **Employment type:** [Full-time / part-time; permanent / fixed term until date]
- **Work location:** [Address / remote / hybrid]
- **Pay:** [Amount] per [year / month / hour], paid [weekly / monthly]
- **Working hours:** [Hours per week and usual schedule]
- **Benefits:** [Holiday or leave, health insurance, pension, or “as described in the attached summary”]
- **Probation period:** [Length, or delete]
- **Conditions:** [This offer depends on, e.g., satisfactory references and proof of the right to work]

[Optional, check local law. In the US, for example: Your employment with [Company] is at-will. This letter is not a contract for a fixed period of employment.]

Please confirm by signing below and returning this letter by [Date]. If you have any questions, contact [Name] at [email / phone].

We look forward to working with you.

Sincerely,

[Name]
[Title]

ACCEPTANCE

I accept this offer on the terms above.

Signature: _____ Name: _____ Date: _____