[Post your job](https://employers.indeed.com/p/post-job?hl=en&co=US&isid=SMBdownload_offer_letter) *on Indeed or find more templates and samples in the* [Employer Resource Library](https://indeed.com/hire/resources?isid=SMBdownload_offer_letter)*.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MM/DD/YYYY

Candidate First and Last Name

Candidate Address

City, State, Zip

Dear [*Candidate Name*],

We are pleased to offer you the [*full-time, part-time, etc.*] position of [*job title*] at [*company name*] with a start date of [*start date*], contingent upon [*background check,  
 I-9 form, etc.*]. You will be reporting directly to [*manager/supervisor name*] at [*workplace location*]. We believe your skills and experience are an excellent match   
for our company.

In this role, you will be required to [*briefly mention relevant job duties and responsibilities*].

The annual starting salary for this position is [*dollar amount*] to be paid on a [*monthly, semi-monthly, weekly, etc.*] basis by [*direct deposit, check, etc.*], starting on [*first pay period*]. In addition to this starting salary, we’re offering you [*discuss stock options, bonuses, commission structures, etc. — if applicable*].

Your employment with [*Company Name*] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time.

As an employee of [*Company Name*], you are also eligible for our benefits program, which includes [*medical insurance, 401(k), vacation time, etc.*], and other benefits which will be described in more detail in the [*employee handbook, orientation package, etc.*].

Please confirm your acceptance of this offer by signing and returning this letter by [*offer expiration date*].

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

[*Your Signature*]

[*Your Printed Name*]

[*Your Job Title*]

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Indeed provides this information as a courtesy to users of our site. Please note that we are not your recruiting or legal advisor, we are not responsible for the content of your job offer letters, and none of the information provided herein guarantees performance. This is a legal disclosure and is* ***not*** *part of the following template.*