[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)*.*

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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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