

# What to Include in a Job Offer Letter

Company Name & Logo

(INSERT COMPANY LETTERHEAD/ LOGO)

Company Name  
Company Owner/ Role  
Company Address

Name Of Candidate  
Candidate Address

DATE

Candidate's Name

Dear (first name of candidate),

[Introduce what your company does].

Job Title & Description

On behalf of (INSERT COMPANY NAME), I am pleased to offer you a chance to be a part of our team. I would like to offer you the position of (INSERT JOB TITLE & DESCRIPTION). You will be part of our (INSERT TEAM NAME) team and will report to (INSERT HIRING MANAGER NAME). This is a part time/ full time/1099 role; you'll receive more information in your employment agreement.

Start Date

Your employment will begin on (ENTER START DATE). The offered compensation for this role is (INSERT COMPENSATION AMOUNT).

Compensation

Upon success in your role, you will become eligible for bonuses and pay increases; your direct manager will evaluate your performance on a (INSERT TIME FRAME) basis. You will also be eligible for our benefits program, which includes (INSERT BENEFIT OFFERINGS), after a XX probationary period.

Benefits Summary

Offer Contingencies

Please note that this offer is contingent upon your ability to pass a (insert background test, drug test, etc...). More information on this will come under separate cover. (ADD AT-WILL STATEMENT)

At-Will Statement

Offer Period

Please accept or reject this offer by (INSERT DATE). You can contact me at (INSERT EMAIL) or (INSERT PHONE NUMBER).

Method of Acceptance

If you have any questions, please contact me as soon as possible.

This is an exciting time; welcome to our team!

Sincerely,

Disclaimer

Company Owner Name, Position  
<INSERT DISCLAIMER AND EQUAL OPPORTUNITY EMPLOYER STATEMENT>