

Offer Letter template

[Your Company Logo]

[Company Name]

[Company Address]

[City, State, ZIP]

[Date]

[Applicant's Full Name]

[Applicant's Address]

[City, State, ZIP]

Dear [Applicant's Name],

We are delighted to extend an offer of employment for the position of [Job Title] at [Company Name]. After careful consideration of your qualifications and experience, we are confident that you will make a valuable contribution to our team.

Position: [Job Title]

Start Date: [Proposed Start Date]

Reporting To: [Supervisor/Manager's Name]

Salary: [Annual Salary]

Benefits: [Brief Overview of Benefits Package, if applicable]

Job Responsibilities:

[Provide a brief overview of the main responsibilities and tasks associated with the role.]

Qualifications:

[Highlight the specific skills, experience, and qualifications that make the applicant a strong fit for the role.]

Benefits:

[Provide a more detailed overview of the benefits package, including health insurance, retirement plans, paid time off, etc.]

Please review this offer carefully, and if you have any questions or require any clarifications, do not hesitate to contact us at [HR Contact Email] or [HR Contact Phone Number]. To accept this offer, please sign and return a copy of this letter by [Acceptance Deadline Date]. You can scan and email it to [HR Contact Email] or send it via mail to the address provided above.

We are excited about the prospect of you joining our team and contributing to our company's success. We look forward to receiving your acceptance and welcoming you aboard.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Email]

[Contact Phone Number]

[Space for Applicant's Signature and Date]

Accepted: [Date of Acceptance]

[Applicant's Signature]

[Applicant's Full Name Printed]

Enclosure: [Any Enclosures, if applicable]

CC: [HR Department, if applicable]