



Use the following offer letter template to help you write a more traditional offer letter.

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Your company letterhead  
1234 Address St., New York, NY 12345

[Date]

Dear [Candidate],

[Company name] is pleased to offer you the role of [job title] with a starting date of [start date]. This offer is contingent upon successful completion of a [background check, drug screening, etc.]. You will report directly to [manager/supervisor name and title] at [workplace address]. The standard working hours at [Company name] are from [hours of day, days of week]. Your responsibilities will include [brief overview of expectations].

The starting salary for this position is [dollar amount] per [hour, year, etc.]. In addition, your compensation package will include [discuss additional compensation potential].

We are pleased to offer a comprehensive benefits program that includes:  
[list benefits, such as medical insurance, 401(k), PTO, etc.]

Best regards,

[Your signature]

[Your printed name]

[Your job title]

Candidate signature: \_\_\_\_\_

Candidate printed name: \_\_\_\_\_

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

[Return to "Tips and templates for writing job offer letters" →](#)