



Use the following offer letter template to help you write an official, but more informal, offer letter.

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

[Date]

Dear [Candidate],

I'm thrilled to offer you the job of [job title]. I know you'll be a great asset to [Company name], and we're so excited for you to join the team.

Your starting salary, as discussed, will be [dollar amount] per [hour, year, etc.]. As a full-time employee, you'll receive our comprehensive benefits package including [medical insurance, 401(k), PTO, etc.].

Named one of the best places to work for the past three years and counting, we pride ourselves on going the extra mile to create an environment that's supportive, rewarding, and rooted in teamwork. That's why we're also pleased to offer [list any unique company perks].

Your starting date will be [start date]. On your first day, you'll report to [manager/supervisor name and title] at [workplace location]. Our core business hours are [hours and days of the week].

We can't wait to welcome you on board! To accept this offer, please sign and return this letter by [expiration date]. Please feel free to reach out to me with any questions.

Congratulations,

[Your signature]

[Your printed name]

[Your job title]

Candidate signature: _____

Candidate printed name: _____

Date: _____

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