Job offer letter templates

Simple tone

[Date]

[Applicant's Name]
[Applicant's Address]
[City, State, ZIP Code]

Dear [Applicant's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. Your start date will be [Start Date], with a starting salary of [Salary Amount], paid [Payment Frequency]. You will report directly to [Supervisor's Name].

Please let us know your decision by [Decision Date].

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]

Formal tone

[Date]

[Applicant's Name]
[Applicant's Address]
[City, State, ZIP Code]

Dear [Applicant's Name],

I am delighted to formally offer you the position of [Job Title] at [Company Name]. This position is critical to our team's success and aligns with our strategic goals.

Your anticipated start date is [Start Date]. You will be reporting directly to [Supervisor's Name], [Supervisor's Title]. Your standard working hours will be from [Start Time] to [End Time], Monday through Friday.

The annual salary for this position is [Salary Amount], payable biweekly. Additionally, you are eligible for various benefits, including health, dental, and vision insurance; a 401(k)-retirement plan with company matching; and [Number] days of paid vacation, personal, and sick leave annually. These will be discussed more in your orientation session.

Key terms of employment include an at-will agreement, meaning either you or the company can terminate employment at any time. You will also be expected to sign a confidentiality agreement to protect our proprietary information and trade secrets. Your employment will be subject to the company's policies, procedures, and handbook as adopted, revised, or deleted periodically.

Please confirm your acceptance of this offer by [Decision Date].

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]