**CASUAL JOB OFFER LETTER**

Dear **[Candidate Name]**.

Congratulations! **[Company name]** is excited to call you our new **[job title].**

We’ll focus on wrapping up a few more formalities, including the successful completion of your **[background check, drug screening, reference check, etc.]**, and aim to get you settled into your new role by **[start date]**.

**[Company name]** will start you out at **[dollar amount]** per **[hour, year, etc.]**. You can expect to receive payment **[weekly, biweekly, monthly, etc.]**, starting on **[date of first pay period]**.

As the **[job title]**, you’ll report to **[manager/supervisor name and title]** at **[workplace location]** from **[hours of day, days of week]**. Your daily responsibilities will include **[brief mention of job duties and responsibilities]**.

You’ll be a regular employee of **[company name]** and will be able to participate in benefits such as **[medical insurance, 401(k), paid time off, etc.]**. You’ll also have access to some awesome perks, including **[additional offerings, such as game room, snack bar, etc.]**!

Please keep in mind, this employment offer is in no way a legally binding contract. As an at-will employee, both you and **[company name]** are able to terminate employment for any reason at any time.

**[Company name]** looks forward to bringing you on board! If you have any questions, please feel free to reach out at anytime and we’ll be more than happy to help you.

**[Your Signature]**

**[Your Printed Name]**

**[Your Job Title]**

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| --- | --- | --- | --- | --- |
| **Candidate Signature** |  | **Candidate Printed Name** |  | **Date:** |