**LETTER TEMPLATE**

**CASUAL JOB OFFERS**

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].**

Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have.

**[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 any time and we’ll be more than happy to help you.

Best,

**[Your Signature]**

**[Your Printed Name]**

**[Your Job Title]**