**LETTER TEMPLATE**

**JOB OFFERS LETTER**

**[Your Name]**

**[Company Name]**

**[Street Address]**

**[City, ST ZIP Code]**

**[Date]**

**[Recipient Name]**

**[Street Address]**

Dear **[Candidate Name],**

With great pleasure, I would like to extend the following employment offer.

Position: **[Job title]**

Start date: No later than **[date]**

Salary: **[Dollar amount]** per **[hour, year, etc.]**

This employment offer is contingent upon the successful completion of **[background check, drug screening, reference check, I-9 form, etc.].** This offer is not a contract of employment, and either party may terminate employment at any time, with or without cause.

Sincerely,

**[Your Signature]**

**[Your Printed Name]**

**[Your Job Title]**