**JOB OFFER LETTER**

Dear **[first name]**,

We are pleased to offer you a job as a **[role title]** at **[company name]**. We think that your experience and skills will be a valuable asset to our company.

If you are to accept this offer you will be eligible to the following in accordance with our company’s policies:

* Annual gross salary of **$[total annual salary]** paid in **[monthly or semi-monthly]** installments by check or direct deposit
* Up to **[percent]**% of your annual gross salary will be given to you as a performance bonus
* Standard benefits including:
  + **[vacation days number]** days of annual paid time off
  + **[sick days number]** days of sick leave
  + Medical and dental insurance
  + 401k/retirement plan
  + Flexible working hours
  + Tuition reimbursement for career development courses
  + Childcare
  + **[more benefits]**

To accept this offer, sign and date this letter as indicated below and email it back to us by **[date]**.

Your expected hire date will be the **[date]**. Your immediate supervisor will be **[supervisor’s name]**.

We look forward to welcoming you to our team. Feel free to call **[recruiter’s name]** if you have any questions or concerns.

Sincerely,

**[Sender Name]**

**Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Company Representative (Sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Company Representative (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Applicant (Sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Applicant (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**