**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**