**LETTER TEMPLATE**

**STANDARD JOB OFFER**

Dear **[Candidate Name],**

**[Company name]** is delighted to offer you the **[full-time, part-time, etc.]** position of **[job title]** with an anticipated start date of **[start date],** contingent upon **[background check, drug screening, etc.].**

As the **[job title],** you will be responsible for **[brief mention of job responsibilities and expectations].**

You will report directly to **[manager/supervisor name and title]** at **[workplace location]**. Working hours are from **[hours of day, days of week].**

The starting salary for this position is **[dollar amount]** per **[hour, year, etc.].** Payment is on a **[weekly, biweekly, monthly, etc.]** basis by **[direct deposit, check, etc.],** starting on **[date of first pay period].** In addition, you will be eligible to receive **[discuss additional compensation potential].**

**[Company name]** offers a comprehensive benefits program, which includes **[medical insurance, 401(k), paid time off, etc.].**

Your employment with **[company name]** will be on an at-will basis, which means you and the company are free to terminate employment at any time, with or without cause or advance notice. This letter is not a contract indicating employment terms or duration.

Please confirm your acceptance of this offer by signing and returning this letter by **[offer expiration date].**

Sincerely,

**[Your Signature]**

**[Your Printed Name]**

**[Your Job Title]**