**INFORMAL OFFER LETTER**

Dear **[first name]**,

We are pleased to offer you a job as a **[role title]** at **[company name]**. We trust 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 to 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 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

To accept this offer sign and date this job offer letter as indicated below and email it back to us by **[date]**. If you accept this offer, your hire date will be the **[date]**. Your immediate supervisor will be **[supervisor’s name]**.

We at **[company name]** hope that you’ll accept to work with us and look forward to welcoming you aboard. Feel free to call **[employee name]** if you have any questions or concerns.

Sincerely,

**[Sender Name]**

**Signatures:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Representative Signature** |  | **Company Representative Print** |  | **Date:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant Signature** |  | **Applicant Print** |  | **Date:** |