**EMPLOYMENT OFFER LETTER**

Dear **[Candidate Name]**,

It was a pleasure meeting you at the interview last week. The search for the ideal candidate for our company was challenging and lengthy, but you have the main qualities we are looking for! We were particularly impressed with your skills in **[add skill]** and we can see you adding real benefit to our work in the **[team name]**.

With that being said, we are delighted to offer you the role of **[position name]** at **[company name]**. We propose the following terms and conditions:

Work in the office at **[city, street, building number, office number]**

Standard working hours **[specify whether part-time, full-time, how many hours per week and working hours]**

A X-month probationary period **[optional]**

Annual salary **[specify pro-rata salary if applicable]**

Dates of salary payment

You will also be eligible for our employee benefits **[specify a bonus list]**.

Your expected start date is **[specify the date]**.

Our offer is valid until **[date]**. Please electronically sign and date below and email it back by **[date]** to accept this offer. Please note, this offer is subject to satisfactory background checks.

We look forward to welcoming you to our team. If you have any further questions, please contact **[email address]**.

Sincerely,

**[Your Signature]**

**[Your Printed Name]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Candidate Signature** |  | **Candidate Printed Name** |  | **Date:** |