

## Sample Template: Job Offer Letter

Date

Dear XXXX,

We were all very excited to meet and get to know you over the past few days. We have been impressed with your background and would like to formally offer you the position of [Job\_title]. This is a [full/part] time position [mention working days and hours.] You will be reporting to the head of the [Department\_name] department.

We will be offering you an annual gross salary of [\$X] and [mention bonus programs, if applicable.] You will also have [mention benefits as per company policy, like health and insurance plans, corporate mobile or travel expenses] and [X] days of paid vacation per year.

[optional: I am attaching a letter with more details about your benefits and compensation plan.]

Your expected starting date is [date.] You will be asked to sign [mention agreements, like confidentiality, nondisclosure and non-compete] at the beginning of your employment. We would like to have your response by [date.] In the meantime, please feel free to contact me or [Manager\_name] via email or phone on [provide contact details], should you have any questions.

We are all looking forward to welcoming you to our team!

Best regards,

[your name]

[Signature]