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 for 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