TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Job Offer Letter

Dear **[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,

**[Name]**