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],**

With great pleasure, I would like to extend the following employment offer.  
   
Position: **[Job Title].**

Start date: **[Date].**

Salary: **[Dollar Amount].**

This employment offer is contingent upon the successful completion of **[Background Check, Drug Screening, Reference Check, I-9 Form, Etc]**.

This offer is not a contract of employment, and either party may terminate employment at any time, with or without cause.   
   
Sincerely

**[Name]**