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],**

We are pleased to offer you the full-time position of **[Name]** at **[Company Name]**  with a start date of **[Date]**, contingent upon a background check and completion of the I9 tax form. **[Name]** at **[Workplace Location]** will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will create the UX and service design for our digital products, from scratch to go-live and beyond, you will be a driving force behind our user-centric, hypothesis-driven product development, you bring your extensive in UX design methodology and your creative ideas.

The starting annual salary for this position is **[Dollar Amount]** to be paid monthly by direct deposit starting on **[Date]**.

[Your employment](https://www.indeed.com/hire/c/info/job-offer-letter-f) with **[Company Name]** will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As an employee of **[Company Name]**, you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to three weeks’ vacation time. Other benefits will be described in more detail in the orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than **[Date]**.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely