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],**

It was a pleasure meeting you at the interview last week.

The search for the ideal candidate for our company was challenging and lengthy, but you have the main qualities we are looking for! We were particularly impressed with your skills in **[Add Skill]** and we can see you adding real benefit to our work in the **[Team Name]**.

With that being said, we are delighted to offer you the role of **[Position Name]** at **[Company Name].**.We propose the following terms and conditions:

* Work in the office at **[Workplace Location].**
* Standard working hours **[Specify].**
* A X-month probationary period
* Annual salary **[Dollar Amount].**
* Dates of salary payment **[Date].**
* You will also be eligible for our employee benefits.
* **[Specify A Bonus List]**.
* Your expected start date is **[Date].**

Our offer is valid until **[Date].**Please electronically sign and date below and email it back by **[Date]**  to accept this offer. Please note, this offer is subject to satisfactory [background checks](https://www.orielpartners.co.uk/blog/how-to-conduct-a-background-check).

We look forward to welcoming you to our team.

Sincerely

**[Name]**