**JOB OFFER LETTER**

Dear **[Candidate 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,  
   
**[Your Signature]  
[Your Printed Name]  
[Your Job Title]** 