**JOB OFFER LETTER**

Dear **[Candidate Name],**
Congratulations! **[Company name]** is excited to call you our new **[job title].**
We’ll focus on wrapping up a few more formalities, including the successful completion of your *[background check, drug screening, reference check, etc.],* and aim to get you settled into your new role by **[start date].**Keep reading to learn more about this opportunity and—hopefully—answer any lingering questions you may have.

**[Company name]** will start you out at **[dollar amount]** per **[hour, year, etc.].** You can expect to receive payment **[weekly, biweekly, monthly, etc.],** starting on **[date of first pay period].**
As the **[job title],** you’ll report to **[manager/supervisor name and title]** at **[workplace location]** from **[hours of day, days of week]**. Your daily responsibilities will include *[brief mention of job duties and responsibilities].*

You’ll be a regular employee of **[company name]** and will be able to participate in benefits such as *[medical insurance, 401(k), paid time off, etc.].* You’ll also have access to some awesome perks, including *[additional offerings, such as game room, snack bar, etc.]!*

Please keep in mind, this employment offer is in no way a legally binding contract. As an at-will employee, both you and **[company name]** are able to terminate employment for any reason at any time.

**[Company name]** looks forward to bringing you on board! If you have any questions, please feel free to reach out at anytime and we’ll be more than happy to help you.

Best,

**[Your Signature]
[Your Printed Name]
[Your Job Title]**