**JOB OFFER LETTER**

Dear **[first name],**

We are pleased to offer you a job as a **[role title]** at **[company name].** We think that your experience and skills will be an asset to our company.

If you are to accept this offer you will be eligible to the following in accordance with our company’s policies:

* Annual gross salary of **$[total annual salary]** paid in **[monthly or semi-monthly]** instalments by check or direct deposit
* Up to **[percent]%** of your annual gross salary will be given to you as a performance bonus

Standard benefits including:

* **[vacation days number]** days of annual paid time off
* **[sick days number]** days of sick leave
* Medical and dental insurance
* 401k/retirement plan
* Flexible working hours
* Tuition reimbursement for career development courses
* Childcare

**[more benefits]**

* To accept this offer, sign, and date this letter as indicated below and email it back to us by **[date].**
* Your expected hire date will be the **[date].** Your immediate supervisor will be **[supervisor’s name].**

We look forward to welcoming you to our team. Feel free to call **[recruiter’s name]** if you have any questions or concerns.

Sincerely,

**[Sender Name]**