**JOB OFFER LETTER**

Dear **[Applicant Name],**

**[Company Name]** is excited to bring you on board as **[Job Title].**

You were our top candidate out of **[# of candidates].** We were really sold on your *[details about the candidate that made them your choice].*

Below you can read details about compensation, benefits, and the terms and conditions of your anticipated job with **[Company Name].**

**[Company Name]** is offering a **[full time, part-time, etc.]** position for you as **[Job Title],** reporting to **[immediate manager/supervisor]** starting on **[proposed start date]** at **[workplace location].** Expected hours of work are **[days of week and hours of work].**

We'll start you at a pay rate of **[dollar amount or annual base salary]** per **[year, hour, etc.].** You will be paid on a **[weekly, monthly, etc.]** basis, starting **[date of next pay period].**

As part of your compensation, we're also offering *[if applicable, you’ll describe your bonus, profit-sharing, stock options, commission structure, compensation committee here].*

As an employee of **[Company Name],** you will be eligible for *[briefly name benefits, such as health insurance, dental insurance, etc.].*

Got questions? Feel free to email us or call.

Sincerely,

**[Sender Name]**