Standard job offer letter template

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 to [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 advanced 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]  
   
Candidate Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   
Candidate Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
   
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_