Simple job offer letter template

Dear [Candidate Name],

with great pleasure, I extend the following employment offer to you.

Position: [Job title]
Start date: No later than [date]
Salary: [Dollar amount] per [hour, year, etc.]

This employment offer is contingent upon the successful completion of [background check, drug screening, reference check, I-9 form, etc.]. This offer is not a contract of employment and either party may terminate employment at any time, with or without cause.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]

Candidate Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_