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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_