**Job Offer Letter Format, Example, Meaning, and More**

Once you have reviewed so many resumes and held several interviews, you have found a perfect candidate for the vacancy. Now what? How will you close the deal? This is where the Offer Letter comes into the real film. If you are an HR Manager, CEO, or Operations Manager at a small business organization not knowing how to write a Letter of Intent, this is the right place for you.

Here, in this blog, we will discuss everything one needs to know in order to write an engaging offer letter that gives your candidate the confidence to accept the offer. Below we have detailed everything from what is a Letter of Intent to what it should contain, sample, and examples.

Also, being the number one **HRMS Software** with a live edit feature, we give you the facility to reduce the hustle of repetitive writing. You can eliminate downloading the **HR letter** templates by using our unique live edit feature that no other platform offers.

So, let’s get started!!

**What is an Offer Letter?**

"An [**offer letter**](https://ubsapp.com/glossary/offer-letter/), often known as a Letter of Intent (LOI), is a formal way of offering employment to a prospective employee or job applicant who has been shortlisted."

In general, a company sends or issues a Letter of Intent or email to the finalized candidate who has been interviewed and considered suitable for employment with the company. It is an official confirmation of selection for the job for which you applied and were interviewed, and it is followed by a full Appointment Letter with detailed employment terms and conditions, corporate rules and procedures, and eligibility criteria for a variety of employment perks.

An employer sends a job offer letter to an employee to ensure and guarantee the employee's job and employment in the organization that issued the letter; delivering a letter of intent is also a required aspect of any company's recruitment process.

There are a few important points that must be included in a formal Letter of Intent. Let’s have a look at the points to know more.

**What Must Be Included in a Letter of Intent?**

A Letter of Intent is a letter that is provided to the selected employee confirming employment details like:

**1. Company Logo**

While writing an offer letter, make sure to use the company’s official letterhead with a logo on the top. It gives your letter a professional and legal look encouraging the candidate to read it carefully.

**2. Date and Contact Details**

Always include the date, full name, and the complete address of the employee in the letter.

**3. Opening Line**

The greeting or the opening line can be formal or casual depending on the culture of the company. Begin with “Dear [Employee Name] then offer the job on a positive note like “We are pleased to offer you the position of [Job Title] at [Company Name].”

**4. Specify the Details of the Job**

Here you may include the job title, employment start date, employment status (full-time, part-time, and so on), office complete address, supervisor’s or manager’s name, and roles and responsibilities.

**5. Salary**

In this section, explain the amount the candidate will be paid per year, month, or hour. Also, mention how often they will be paid and the mode of payment. Mention the applicable bonus or commission structures.

**6. Benefits**

Provide a list of important company benefits like flexible working hours, paid time-off, insurance, 401(k) plan, and remote or work-from-home options.

**7. At-Will Status**

At-will status means that the company or the employee can terminate the employment at any point of time without giving any reason. You will have to seek legal help when discussing the at-will status in order to avoid problems in the future.

**8. Expiry Date**

It is your choice if you want to include the expiry date in the job offer letter or not. If you want to give the deadline to the candidate when accepting your offer, it should be at least one week. Offering a deadline to the candidate helps you to find the other prospect in case your candidate turned down your offer.

**9. Closing Line**

Include the details about how the candidate can get in touch with you in case he/she has any queries about the job offer.

| **Download Offer Letter Format**  You can download the Offer letter in the following formats  Live Edit Download Word Download PDF |
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**Job Offer Letter Format**

| Offer Letter Date  Name  Address Line 1  Address Line 2  City, State, Pincode  Dear [Mr./Miss./Mrs./Ms.] [Name],  [Company Name] is pleased to offer you the position of [Job Title]. Your skills and experience are an ideal match for the teams to manage the projects efficiently.  As previously stated, your start date is [Start Date]. The beginning annual wage is [Annual salary], and it is paid monthly. Direct deposit is a possibility.  Our company's employee benefit plan will provide [describe all the benefits provided by the company that the employee is eligible for].  Please sign the second copy of this letter and return it to the authorized person as soon as possible if you want to accept this employment offer.  We will send you employee benefit enrollment forms and an employee handbook that covers our benefit options and retirement plan after we get your acknowledgment. We are excited to have you join the [Company Name].  If you have any queries, or if you need any extra information, please let me know.  Sincerely,  Signature  Name of the Authorized Person  Designation  Company Name |
| --- |

**Letter of Intent Example**

| May 20, 2021  Mr. George Thomas  125, Main Street  Anytown, California, 635355  Dear George,  XYZ company is pleased to offer you the position of Project Manager. Your skills and experience are an ideal match for the teams to manage the projects efficiently.  As previously stated, your start date is June 1, 2021. The beginning annual wage is $56,000, and it is paid monthly. Direct deposit is a possibility.  Our company's employee benefit plan will provide comprehensive family medical coverage beginning June 1st. Insurance for dental and vision care is also offered. XYZ provides a flexible paid-time-off program that includes vacation, personal, and sick time. For the first year, time off is accrued at the rate of one day per month, then grows dependent on your employment with the organization. The business retirement plan becomes available 90 days following your start date.  Please sign the second copy of this letter and return it to the authorized person as soon as possible if you want to accept this employment offer.  We will send you employee benefit enrollment forms and an employee handbook that covers our benefit options and retirement plan after we get your acknowledgment. We are excited to have you join the XYZ team.  If you have any queries, or if you need any extra information, please let me know.  Sincerely,  Signature (hard copy letter)  Ana Lee  Human Resources Director  XYZ Solutions Pvt. Ltd. |
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**Wrapping Up**

The Letter of Intent can be used by a company's HR manager or a company's manager to confirm a job applicant that his or her application has been successful. The candidate will then have a foundation on which he can be certain that he has been hired and will be prepared to begin work and receive the advantages that come with it, according to the terms and circumstances set forth therein.

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Ultimate Business Systems is dedicated to assisting entrepreneurs and small business owners in starting, managing, and growing their businesses while maintaining financial security.

Our goal is to provide the best [**HRMS Software**](https://ubsapp.com/hrms-software/) along with the Payroll, PMS, and chat facility to the SMEs and to be a partner throughout the whole business life cycle, providing help at every level to ensure that the company operates smoothly and continues to expand. Get in touch with us and we will help you manage your business operations more smoothly.

**Meta Description -**  An Offer Letter is a formal document offering employment to the candidate who is shortlisted for the job role. Check out the format and example for the reference.

**Format 1**

| Dear [First Name],  We are pleased to inform you that we are offering you a job as a [job title] at [Company name]. We hope that your skills and experience would be a valuable asset to our organization.  If you accept this offer letter, you will be eligible for the following with respect to our organization’s policy:   * Annual gross salary of Rs. [Salary in Rupees] paid in [monthly/semi-monthly] installments via cheque or bank transfer. * Up to [percent]% of your annual gross salary will be paid to you as a performance bonus if your performance is satisfactory. * With your Job Role, you will be eligible for the standard benefits including:  1. [days number] days of annual paid off 2. [sick days number] days of sick leave 3. Medical and dental insurance 4. 401k/retirement plan 5. Flexible working hours 6. Tuition reimbursement for career development courses 7. Childcare 8. [more benefits]   To accept this offer, please sign and date the letter below and return it to us by [date].  The [date] is when you should expect to get hired. [Supervisor's name] will be your immediate manager.  We are glad to have you in our team. If you have any queries or issues, please contact [recruiter's name].  Sincerely,  [Name of the sender]  Signatures:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company Representative (Sign)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company Representative (Print)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Applicant (Sign)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Applicant (Print)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
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**Format 2 - Part-time to Full-time Offer Letter Template**

| Dear [Employee’s name],  We are glad to notify you that your job status will be changed from part-time to full-time as of [date].  If you accept this offer, please review the following terms of service of your new employment contract:   * Position: [For instance, you will work as a [Job role] and report to the [e.g. Marketing] department's supervisor.] * Working hours: [for example, Monday through Friday, 9 a.m. to 5 p.m., with a daily 20-minute break] * Annual Gross Salary: [For example, your annual gross salary will be $X (12 months of wages per year).] * Bonus: [Include any bonus options you provide, if appropriate.] * Benefits: [As a full-time employee, for example, you will be eligible for all of [Company names] benefits.] These benefits include:  1. Plan for private health and dental insurance 2. Each year, you are eligible for [X] days of paid vacation leaves. 3. Materials and expenses for educational purposes are subject to management approval.   You'll also be eligible for any future employee benefits offered by the organization.]  To accept, please sign and date the full-time offer letter below and return it to us by [date].  If you have any questions, please contact the HR department [insert contact information] or your supervisor.  Sincerely,  [Your Name]  Signatures:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company Representative (Sign)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company Representative (Print)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee (Sign)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee (Print)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
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**Format 3 - Internal Job Offer Letter**

| Dear [Candidate Name],  Congratulations on being promoted to [job title] at [company name] in the [department name].  Your salary will begin at [amount] per [hour, year, etc.] at [Company name]. Starting on [day of first pay period], paychecks will be given [weekly, bimonthly, monthly, etc.].  You must complete a [week, month, etc.] of training with the [department name] [manager, supervisor, etc.] because this is a new role inside the organization.  [Company name] expects a fruitful future working relationship with you. If you have any further questions, please contact HR or us directly.  Best,  [Your Signature]  [Your Printed Name]  [Your Job Title]  Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**Format 4 - Internship Job Offer Letter**

| Dear [Candidate Name]  Starting from [start date], [Company Name] is glad to offer you an internship job in our [department name] department.  As an intern, you will not be paid or entitled for benefits such as [unemployment, health insurance, PTO, sick pay, etc.] because this is an unpaid position. However, based on your performance during your internship, [business name] may consider you for a paid employment in the future.  During your internship, you will be given access to confidential information belonging to [company name] which is expected to be kept confidential. You agree to keep all [business name] information secret and confidential if you accept this offer.  We are excited to collaborate with you. Feel free to reach out to us if you have any questions regarding your offer.  Sincerely,  [Your name]  Signatures: |
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**Format 5**

| Dated\_\_\_\_\_\_\_  To,  **Name of the candidate**  Complete Address  City and Pin Code  Country  **CONGRATULATIONS!**  **Sub: Offer for Employment for “ Job Title”**    Dear (Candidate’s First Name),  We are glad to offer you the following position based on your application and subsequent interview with us:   | **Position** | (Mention the Job Title) | | --- | --- | | **Company Location** | (Mention the Name of the Company & Location) | | **Probation** | (Mention Probation Period if any) | | **Salary** | (Mention the Monthly or Annual Salary) | | **Joining Date** | Date of Joining on or Before) |     We are glad to offer you the following position based on your application and subsequent interview with us:  You must either return a duplicate copy of the offer of appointment signed by you as a token of your acceptance or email your consent to our official id using your personal email address.  We warmly welcome you and look forward to a long and fruitful partnership.  Yours sincerely,  For (company name)    **Signature**  **Name and Designation of signing authority** |
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