

OFFER LETTER FORMAT

Name

Address

City, State, Code

Email Address

Phone Number

Date

Recipient's Name

Recipient Designation

Dear [Recipient's Name],

I am writing to formally extend an offer of employment to you for the position of [Job Title] at [Company Name]. We were impressed by your qualifications and experience, and we believe that you would be a valuable addition to our team. We are excited about the prospect of having you join our organization.

The terms and conditions of your employment are as follows:

1. Position: [Job Title]
2. Department: [Department Name]
3. Start date: [Date]
4. Reporting to {Supervisor/Manager's Name]
5. Employment type: [Full-time/Part-time/Contract]
6. Compensation: [Base Salary/Rate]
7. Benefits: [List of Benefits, such as health insurance, retirement plans, etc]
8. Working Hours: [Number of hours per week], [Schedule]
9. Location: [Office Location]

Please note that your employment is contingent upon the successful completion of any background checks or pre-employment screenings that may be required. If you accept this offer, we kindly request that you sign and return a copy of this letter by [Date], including your acceptance of the terms and conditions outlined. Additionally,

please provide any additional documentation that may be required for the completion of the hiring process.

We believe that your skills and experience will contribute significantly to our organization, and we are confident that you will find your time with us rewarding both professionally and personally.

For any queries, please do not hesitate to reach out to me.

We look forward to your positive response and to welcoming you to [Company Name].

Your Sincerely,

Name

Job Title

Company Name