

Sample Offer Letter - Staff Accountant

Today's date)

Great Accounting Candidate
123 Finance Drive
Los Angeles, CA 90066

Dear Candidate:

I am pleased to confirm our offer and your acceptance to join (company name) in the position of Staff Accountant.

Your start date will be Monday (specified date).

You will be compensated as follows:

- Annual base salary in the amount of \$41,000.
- On the first day of the first month following your ninety (90) day introductory period you will be eligible for benefits as described in your employee handbook, including, but not limited to Medical, Dental, Vision, 401k and life insurance.

To indicate your acceptance of this offer, please sign below and return to me. This letter, along with the (company name) handbook, which you will receive at the start of employment, set forth the terms of your employment with (company name).

We know you will find working here to be a rewarding and career enhancing experience.

We are excited about the opportunity to work with you as we create an even stronger company.

Sincerely,

Corporate Recruiter