

[YOUR COMPANY NAME]

[Company Address] | [City, State, Zip] | [Contact Email / Phone]

Date: [Issue Date]

To: [Candidate Full Name]

Address: [Candidate Address]

Dear [Candidate First Name],

We are thrilled to officially offer you the position of [Job Title] at [Your Company Name]. Throughout our interview process, we were very impressed by your skills and experience, and we believe you will be a valuable addition to our team.

In this role, you will report directly to [Manager Name and Title]. Your expected start date is [Start Date]. This is a [Full-Time / Part-Time], [Exempt / Non-Exempt] position located in our [Office Location / Remote] setup.

Compensation & Benefits Summary:

- **Base Salary:**

[Amount] per [Year / Month], paid [Bi-weekly / Monthly] in accordance with the Company's standard payroll processes.

- **Bonus / Commission:**

You will be eligible for a target annual bonus of [%] based on company and individual performance goals.

- **Paid Time Off (PTO):**

[Number] days of paid vacation per calendar year, plus standard company holidays.

- **Benefits:**

Comprehensive medical, dental, and vision coverage starting on [Benefits Start Date].

This offer of employment is contingent upon the successful completion of a background check and reference verification. Please note that your employment with [Your Company Name] is "at-will." This means that either you or the Company may terminate the employment relationship at any time, with or without cause or advance notice.

To accept this offer, please sign and date this letter below and return it to us by **[Expiration Date]** .
Once we receive your signed acceptance, we will provide you with onboarding instructions and further details.

We look forward to welcoming you aboard and achieving great things together!

For [Your Company Name]:

Accepted by Candidate:

[HR / Hiring Manager Name]

[Title]

Candidate Signature

Date Signed

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