

# Employment Offer Letter With Salary

---

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] with [Company Name]. We believe your skills and experience will be a valuable asset to our team.

## Position Details:

- **Job Title:** [Job Title]
- **Start Date:** [Start Date], or another mutually agreed upon date.
- **Work Location:** [Work Location Address or indicate if remote]

## Compensation and Benefits:

- **Salary:** Your starting salary will be [Salary Amount] per [year/month/week], payable in [weekly/bi-weekly/monthly] installments.
- **Benefits:** You will be eligible for [briefly describe benefits like health insurance, retirement plans, etc.].
- **Bonus:** [If applicable, describe any bonus structure or performance incentives].

- **Paid Time Off:** [Include details about vacation, sick leave, and any other PTO policies].

**Additional Terms:**

- **Probationary Period:** [If applicable, include details about a probationary period].
- **At-Will Employment:** Please be aware that your employment with [Company Name] is at-will, meaning either party can terminate the employment relationship at any time, with or without cause or notice.
- **Confidentiality Agreement:** [If required, mention any agreements the employee needs to sign, such as confidentiality or non-disclosure agreements].

To accept this offer, please sign and date this letter below and return it to us by [Offer Expiration Date]. Your employment is contingent upon successfully completing [any required background checks, drug testing, etc.].

We are excited about the possibility of you joining our team and look forward to your positive response. If you have any questions or need further information, please feel free to contact me at [Contact Information].

Welcome to [Company Name]!

Sincerely,

**[Your Name]**

**[Your Job Title]**

**[Company Name]**

**Acceptance:**

I accept the offer of employment as described in this letter.

**[Candidate's Signature]**

**Date:**