Sample Job Offer Template

(Date)

(New Hire Name & Address)

Dear **(New Hire Name)**,

Congratulations! **(Company Name)** is pleased to offer you the position of **(Job Title)**. We trust that this offer will meet with your approval.

Reporting to **(Supervisor's Job Title)**, your starting salary will be **($ XX, XXX.XX Annually)**. Your working hours are **(8:30am to 5:00pm, Monday to Friday)** and your first day of work will be **(start date)** at **(start time)**. You are eligible for the employee benefit program as outlined in the attachment to this job offer.

This offer is conditional upon our satisfactory completion of your reference checks.

Please sign the enclosed copy of this letter and return it to me by **(date)** to indicate your acceptance of this offer.

The entire team at **(Company Name)** is looking forward to working with you and we are confident you will be able to make a significant contribution to the success of our organization.

Sincerely,

(Your Name)
(Company Name)

Attach.

I accept this offer as outlined above and in the attached documents.

_____	_____
(New Hire Name)	Date