**Offer Letter Format**

horizontal line

**[Your Company’s Letterhead]**

**[Date]**

**[Candidate’s Name]  
[Candidate’s Address]  
[City, State, Zip Code]**

Dear [Candidate’s Name],

We are pleased to extend you an offer of employment for the position of [Job Title] at [Company Name]. We are excited about the potential for you to contribute to our team and look forward to working with you.

**Position:**[Job Title]

**Start Date:**[Proposed Start Date]

**Compensation:**Your starting salary will be [Salary Amount] per [hour/year], paid on a [frequency, e.g., bi-weekly] basis. This salary is subject to applicable withholdings and taxes.

**Benefits:**As a full-time employee, you will be eligible to participate in our benefits program, which includes [brief description of benefits such as health insurance, retirement plans, etc.]. Full details of the benefits program will be provided during your orientation.

**Job Responsibilities:**You will be responsible for [brief description of job duties and responsibilities]. A more detailed job description is attached for your reference.

**Employment At-Will:**Please note that your employment with [Company Name] is at-will. This means that either you or the company can terminate the employment relationship at any time, with or without cause or notice.

**Confidentiality Agreement:**As a condition of your employment, you will be required to sign a confidentiality agreement. This agreement prohibits you from disclosing any confidential or proprietary information related to [Company Name].

**Acceptance of Offer:**To accept this offer, please sign and date this letter in the space provided below and return it to us by [deadline date]. If you have any questions or need additional information, please feel free to contact [Contact Person] at [Contact Information].

We are excited about the possibility of you joining our team and look forward to your positive response.

Sincerely,

**[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]**