

Offer Letter Format

[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]