

SAMPLE JOB OFFER

This sample job offer letter can be customized by you to create an appropriate offer letter for successful candidates. Replace the text in parentheses with relevant information.

(Company's Letterhead)

(Date)

Applicant's name and address)

Dear Mr./Mrs./Ms. (Name):

Re: Terms of Employment

We are pleased to offer you the position of (job title) with (name of organization), based on the following terms and conditions.

The salary/wage rate for this position) is (salary or hourly rate) per (year, month, week or hour). This position reports to (supervisor's name and job title). And as we have agreed, your employment with (name of company) will commence on (date).

Your working hours will be from (insert working hours), on (insert normal work days). We also provide you with a 30 minute (unpaid/paid) lunch break. You will accrue vacation pay at the rate of 6% of earnings and general holiday pay at 3.6%, which will be paid to you at each pay period.

You will become eligible for our Merit Contractors Association Employee Benefit Plan as outlined in the attachment to this job offer as of (benefits start date).

(optional) We have enclosed our standard Confidentiality Agreement, which we require you to sign and return along with a signed copy of this offer.

We look forward to your acceptance of this offer and joining our team at (name of organization).

Sincerely,

(Name and position of person sending letter)

(Company name)

See attached Benefits information.

I accept the offer as outlined above and in the attachment.

Applicant's Signature:

Date: