

Offer Letter Template

OFFER OF EMPLOYMENT

[COMPANY NAME]
[COMPANY ADDRESS]
[PHONE] | [EMAIL]

[DATE]

[CANDIDATE NAME]
[CANDIDATE ADDRESS]

Dear [CANDIDATE NAME]:

On behalf of [COMPANY NAME] (the "Company"), we are pleased to offer you the position of [JOB TITLE] in the [DEPARTMENT] department, reporting to [MANAGER NAME], [MANAGER TITLE]. We were impressed by your background and believe you will be a strong addition to our team.

Position details

- **Job title:** [JOB TITLE]
- **Department:** [DEPARTMENT]
- **Reports to:** [MANAGER NAME], [MANAGER TITLE]
- **Work location:** [LOCATION / REMOTE POLICY]
- **Employment type:** [FULL-TIME / PART-TIME / TEMPORARY]
- **Start date:** [START DATE]
- **Work schedule:** [SCHEDULE, e.g. Monday–Friday, 9:00 AM – 5:00 PM]

Compensation

- **Base pay:** [SALARY OR HOURLY RATE, e.g. \$85,000 annually, paid semi-monthly]
- **Pay schedule:** [e.g. Semi-monthly on the 15th and last day of each month]
- **Overtime status:** [EXEMPT / NON-EXEMPT under the FLSA]
- **Bonus / commission:** [DESCRIPTION OR "Not applicable"]
- **Equity (if any):** [DESCRIPTION OR "Not applicable"]

Benefits

Subject to plan terms and eligibility waiting periods, you will be eligible for: [HEALTH INSURANCE, DENTAL, VISION, 401(K), PTO — LIST OR "Benefits summary attached"]. Full plan documents control in case of any conflict with this letter.

Contingencies

This offer is contingent on [BACKGROUND CHECK / REFERENCE CHECKS / PROOF OF ELIGIBILITY TO WORK IN THE UNITED STATES / OTHER — DELETE AS APPLICABLE]. Employment is also conditioned on signing the Company's [CONFIDENTIALITY / ARBITRATION / OTHER — LIST] agreement(s) on or before your start date.

At-will employment

Employment with the Company is at-will, meaning either you or the Company may end the employment relationship at any time, with or without cause or notice. Nothing in this letter alters the at-will nature of employment. Only a written agreement signed by [AUTHORIZED OFFICER TITLE] may modify at-will status.

Acceptance

To accept, please sign below and return this letter by [EXPIRATION DATE]. We look forward to working with you. If you have questions, contact [CONTACT NAME] at [PHONE/EMAIL].

Sincerely,

[NAME], [TITLE]
[COMPANY NAME]

Accepted and agreed:

Signature: _____ Date: _____

Printed name: [CANDIDATE NAME]

General template only — not legal advice. Have employment counsel review before use, especially for state-specific requirements. Downloaded from AskHrAI (<https://askhr.ai/forms/offer-letter>).