

Offer Letter

[*Company Letterhead or Logo*]

[*Date*]

[*Candidate Name*]

[*Address*]

[*City, State, Zip*]

Dear [*Candidate Name*],

We are pleased to offer you the position of [*Job Title*] at [*Company Name*]. This is a [*Full-time/Part-time*] [*Non-Exempt/Exempt*] position reporting to [*Manager's Name*].

Start Date: [*Proposed Start Date*]

Hourly Rate/Salary: \$[*XX.XX per hour / \$XX,XXX annually*]

Work Schedule: [*e.g., Monday–Friday, 9am–5pm*]

Location: [*Remote / On-site at Company Address*]

This offer is contingent upon your completion of employment eligibility forms and verification of work authorization.

This letter is not a contract of employment. Your employment will be at-will.

Please sign and return this letter by [*Date*].

Sincerely,

[*Your Name*]

[*Title*]

[*Company Name*]

Accepted by:

[*Candidate Name*]

Date: _____