

Job Offer Letter Template

Built for HR pros. Backed by experience. Simple. Compliant. Effective.

[Your Company Logo]

[Company Name]

[Company Address]

[City, State, ZIP]

[Phone Number]

[Email Address]

[Date]

[Candidate's Full Name]

[Candidate's Address]

[City, State, ZIP]

Subject: *Welcome to the Team! Your Official Job Offer from [Company Name]*

Hi [Candidate's First Name],

We're excited to officially offer you the position of **[Job Title]** at **[Company Name]**.

We believe your skills and experience make you the perfect fit for our team, and we can't wait to see the impact you'll make here.

Below are the details of your offer. Please review carefully and let us know if you have any questions.

Position Details

- **Job Title:** [Job Title]
 - **Department:** [Department Name]
 - **Manager/Supervisor:** [Manager's Full Name & Title]
 - **Employment Type:** [Full-Time | Part-Time | Temporary | Contract]
 - **Work Schedule:** [e.g., Monday–Friday, 9 AM–5 PM, Hybrid/Remote Options]
 - **Start Date:** [Proposed Start Date]
 - **Location:** [On-Site/Remote/Hybrid + Office Address if applicable]
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Compensation & Benefits

- **Base Salary:** [Annual Salary/Hourly Rate] (Paid [bi-weekly/monthly])
 - **Overtime Eligibility:** [Yes/No]
 - **Bonuses/Commissions (if applicable):** [Details on performance-based bonuses, etc.]
 - **Benefits Package:**
 - Health Insurance (Medical, Dental, Vision)
 - [401(k) or Retirement Plan]
 - [PTO/Vacation Days]
 - [Sick Leave]
 - [Other Perks: e.g., Gym Membership, Remote Stipend, etc.]
 - **Equity/Stock Options (if applicable):** [Details]
-

Terms & Policies

This offer is contingent upon:

- Successful completion of background checks and reference verifications (if applicable).
- [Proof of eligibility to work in the United States (or applicable country)].

- Adherence to all **[Company Name]** policies and procedures outlined in our Employee Handbook.

At-Will Employment Statement:

Please note that your employment with **[Company Name]** is **at-will**; meaning that either you or the company can terminate employment at any time, with or without cause or notice, as permitted by law.

Let's Make This Official

We're thrilled about the possibility of having you join our team. Please review this offer and sign below to accept. If you have any questions, please contact us at **[HR contact email/phone]**.

To secure your spot, kindly sign and return this offer letter by **[Deadline Date]**.

[Candidate's Full Name]

✓ I accept the terms and conditions outlined above and am excited to join **[Company Name]**.

Signature: _____

Date: _____

[Company Representative's Full Name]

Title: _____

Signature: _____

Date: _____

 FYHR Pro Tip:

Before sending this letter, ensure compliance with local, state, and federal employment laws. Need a custom clause? Use the FYHR "Policy+" tool to auto-generate the right language.

This template is:

-  **Legally sound**
-  **Customizable for any industry**
-  **Simple, clear, and aligned with HR best practices**