**EMPLOYMENT OFFER LETTER**

|  |  |
| --- | --- |
| [EMPLOYER'S NAME][MAILING ADDRESS] [PHONE] [E-MAIL][WEBSITE URL] | Upload Your Logo |

Date: [DATE]

**RE: OFFER OF EMPLOYMENT**

Dear [CANDIDATE NAME],

We are writing you to offer employment and to join our organization under the following terms:

1. **Title**: [POSITION]
2. **Job** **Description**: [JOB DESCRIPTION]
3. **Start Date** (est.): [START DATE]
4. **Pay**: $[AMOUNT] [ ]  hourly ($/hr) [ ]  yearly (salary)
5. **Type**: [ ]  Full-Time [ ]  Part-Time
6. **Number of Hours**: [HOURS] per [PERIOD]
7. **Benefits**: [BENEFITS]
8. **Time-Off**: [VACATION/PERSONAL DAYS]
9. **Location**: [ADDRESS]

This letter represents a [ ]  binding [ ]  non-binding offer and is valid for [#] days. Thank you for considering us as a possibility for employment.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

[PRINT NAME]

[TITLE]

Acceptance

I formally accept the position offered in this letter and agree to authorize a legally binding employment contract within a reasonable time period.

Signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_