

Dear **{{ApplicantName}}** ,

{{CompanyName}} is delighted to offer you the [full-time, part-time, etc.] position of [job title] with an anticipated start date of **{{OfferDate}}** , contingent upon [background check, drug screening, etc.].

As the **{{Department}}** , you will be responsible for [brief mention of job responsibilities and expectations].

You will report directly to **{{Designation}}** at **{{Location}}** . Working hours are from [hours of day, days of week].

The starting salary for this position is [dollar amount] per [hour, year, etc.]. Payment is on a [weekly, biweekly, monthly, etc.] basis by [direct deposit, check, etc.], starting on [date of first pay period]. In addition, you will be eligible to receive [discuss additional compensation potential].

{{CompanyName}} offers a comprehensive benefits program, which includes [medical insurance, 401(k), paid time off, etc.].

Your employment with [company name] will be on an at-will basis, which means you and the company are free to terminate employment at any time, with or without cause or advance notice. This letter is not a contract indicating employment terms or duration.

Please confirm your acceptance of this offer by signing and returning this letter by [offer expiration date].

Sincerely,

{{ApplicantName}}