



## Template: Job Offer Letter — Full Offer as Business Letter

Dear [New Hire Name],

[Company Name] is pleased to offer you the position of [Position Title]. We are excited about the skills and potential you bring to our organization.

As we have discussed, you will be working at our [office/contact point] location beginning [start date]. The base salary is [salary] per [length of pay period], subject to modification at [Company Name]'s discretion. You will report directly to the [Manager/Supervisor Title]. You can see a full list of job duties and expectations in the attached job description.

[Insurance coverage] will be provided through the company's employee benefit plan effective [date]. We offer a paid time off plan that includes vacation, personal, and sick time off. You will receive [# days] days of vacation per [# weeks] weeks worked. [Describe additional benefits here].

In accepting our offer of employment, you certify your understanding that your employment with [Company Name] is [at-will (recommended)/fixed-term], meaning that [explanation of relationship type].

We look forward to welcoming you to our company and are confident you will contribute positively to our [Department Name]. If you have any questions, please contact me by phone at [your phone #] or email at [your email address].

Sincerely,

[Your Name & Title]