Job Offer Letter Template

[Company Logo]

Your name

Company Address  
City

County/state

Postcode

Contact number

DD/MM/YYYY  
   
Candidate First and Last Name  
Candidate Address  
City

County/state

Postcode  
   
Dear Candidate Name,  
   
We are delighted to offer you the full-time, part-time, etc. position of job title at company name with a start date of start date, (contingent upon [background checks, reference checks, etc.) We believe your skills and experience are an excellent match for our company.

You will be reporting directly to manager/supervisor name at workplace location.   
In this role, you will be required work number of hours per week and briefly mention relevant job duties and responsibilities.  
   
The annual starting salary for this position is amount to be paid on a monthly, fortnightly, weekly, etc. basis by BACS etc., starting on first pay period.  
   
In addition to this starting salary, we are offering you discuss stock options, bonuses, commission structures and holidays etc.

As an employee of company name, you are eligible for our benefits program, which includes private healthcare insurance, etc., and other benefits which will be described in more detail in the employee handbook, orientation package, etc.

Your employment is on a contractual basis for a period of time period subject to renewal. There is a time period termination notice required should you wish to leave your employment with company name. Please note, this position is subject to a six-month probationary period.  
   
Attached you will find our Employee Handbook which forms part of your contract of employment and should be reviewed carefully and retained for your future reference.

Your contract of employment will arrive how when e.g. via email next week. Please confirm your acceptance of this offer by signing and returning this letter by offer expiration date.

In order for us to monitor the effectiveness of our Equality and Diversity Policy, we also request that you complete our anonymous Equality and Diversity Monitoring survey using the link below, but this is not compulsory.

We are excited to have you join our team. If you have any questions, please feel free to reach out at any time.

   
Kind regards,  
   
[Your Signature]  
   
[Your Printed Name]  
[Your Job Title]  
   
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   
Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_