offer letter

[Candidate Name],

Thank you for allowing us to get to know you throughout this application process. We are excited to formally offer you the position of [Job Title].

This is a [full-time position or part-time position], and it is expected that you will work [information about working days and hours]. You will report to [Manager's Name and Title].

We will be offering you compensation in the form of [hourly pay, an annual salary, or commission] in the amount of [$X]. We also offer the following:

- [Information on bonus programs]
- [Information on benefits, like insurance plans or retirement contributions]
- [Information on paid vacation days]
- [Information on parental leave]

Your expected starting date is [Day, MM/DD]. You will be asked to sign a formal contract and other essential onboarding documents at the beginning of your employment.

Please give us your written and signed response by [Day, MM/DD]. Please contact me [or Alternate Contact Name] with any questions.

We look forward to having you join our team.

Best,

[Name]
[Signature]

[MM/DD/YYYY] **Company Name**