# Job Offer Letter

**Purpose:** This document serves as a formal offer of employment to a selected candidate. It includes details such as the job title, compensation, start date, and other pertinent terms and conditions of employment.

Dear **{candidateName}**,

We are pleased to extend the following offer of employment to you for the position of **{jobTitle}** at **{companyName}**. We were impressed with your background and experience, and we are excited about the potential you bring to our team.

## Position Details

|  |  |  |
| --- | --- | --- |
| **Job Title** | **Department** | **Manager** |
| {#positionDetails}{jobTitle} | {department} | {managerName}{/positionDetails} |

## Compensation and Benefits

Your annual salary will be **{salary}**, payable in accordance with our regular payroll schedule.

{#hasBonus}

You will also be eligible for a performance-based bonus of **{bonusAmount}**, subject to the terms of the bonus plan.

{/hasBonus}

{^hasBonus}

*There will be no performance-based bonus associated with this position.*

{/hasBonus}

## Employee Benefits

{#benefits}

* {benefitName}

{/benefits}

## Start Date and Work Schedule

Your anticipated start date is **{startDate}**. Unless otherwise agreed upon, your regular working hours will be from **{workStartTime}** to **{workEndTime}**, **{workDays}** per week.

## Terms and Conditions

This offer is contingent upon the successful completion of all pre-employment checks, including reference verification and background screening.

{#legalTerms}

* {term}

{/legalTerms}

By accepting this offer, you agree to abide by all company rules, policies, and procedures as outlined in our employee handbook.

## Acceptance

Please confirm your acceptance of this offer by signing and returning this letter by **{responseDeadline}**.

We look forward to having you on our team and are confident that you will make a significant contribution to our success.

Sincerely,

**{senderName}**  
*{senderTitle}*  
{companyName}

Acknowledged and Accepted by:

Name: **{candidateName}**

Date: **{acceptanceDate}**