# Employment Offer Letter

*This Employment Offer Letter informs the candidate of a job opportunity and the main terms of employment. It serves as a formal record of the employer's intent to hire the individual, subject to acceptance by the candidate.*

Dear **{candidateName}**,

We are pleased to offer you the position of **{jobTitle}** at **{companyName}**. We are excited about the potential you bring and are confident you will make a valuable contribution to our team.

## Position Details

* **Start Date:** {startDate}
* **Department:** {department}
* **Reports To:** {reportsTo}

## Compensation & Benefits

* **Base Salary:** {salary} per {salaryPeriod}
* **Payment Frequency:** {paymentFrequency}
* **Bonus Eligibility:** {bonusEligibility}

{#hasBenefits}

### Benefits

* **Health Insurance:** Provided starting {healthInsuranceStartDate}
* **Retirement Plan:** {retirementPlanDetails}
* **Paid Time Off:** {paidTimeOffPolicy}

{/hasBenefits}

{^hasBenefits}

*You are not eligible for company-sponsored benefits at this time.*

{/hasBenefits}

## Conditions of Employment

* Employment is at-will, meaning either party may terminate the employment relationship at any time for any reason, with or without cause or notice.
* This offer is contingent upon the successful completion of background verification and reference checks.
* You will be required to sign a confidentiality and intellectual property agreement on or before your first day of work.

## Work Schedule

Your regular working hours will be from **{workStartTime}** to **{workEndTime}**, {workDays}.

## Workplace Location

Your primary place of work will be: **{workLocation}**

{#isRemote}

Please note that your role is fully remote. However, you may be required to attend periodic onsite meetings or training.

{/isRemote}

{^isRemote}

This role requires full-time, onsite presence as your primary work location is based at the company site described above.

{/isRemote}

## Acceptance of Offer

To confirm your acceptance of this offer, please sign and return this letter by **{responseDeadline}**. If you have questions, feel free to contact us at **{contactEmail}**.

We look forward to you joining the **{companyName}** team!

Sincerely,

**{issuerName}**  
{issuerTitle}  
{companyName}

**Acknowledgment:**

I, **{candidateName}**, accept the terms of employment outlined above and agree to begin employment on **{startDate}**.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_