



Sample Offer Letter

[Date]

Dear [Applicant]:

This letter serves to offer you [confirm your] employment by [Company Name] as [position]. As we discussed during your interview, your job duties will include

[list responsibilities from the job description]

You will receive a [weekly/ biweekly/ monthly/annual] salary in the amount of _____. In addition, [Company Name] offers several benefit plans in which you will be eligible to participate under the terms and conditions of those plans.

You will be an at-will employee. Therefore, you and [Company Name] have the right to terminate your employment relationship for any reason at any time.

If you have any questions concerning the terms set forth above or any related issues, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]