

Employment Offer Letter

Inkly Sample Template | Not Legal Advice

Date: [Date]

[Candidate Full Name]

[Candidate Address]

[City, State, ZIP]

Dear [Candidate First Name],

We are pleased to offer you a position at [Company Name]. We believe your skills and experience make you a great fit for our team, and we look forward to working with you.

Position Details

Job Title: [Job Title]

Department: [Department]

Reports To: [Manager Name / Title]

Start Date: [Start Date]

Work Location: [Office Address / Remote / Hybrid]

Compensation

Base Salary: \$[Amount] per [year / hour]

Pay Schedule: [Weekly / Bi-weekly / Semi-monthly]

You may also be eligible for [bonus / commission / equity] as described in our [compensation policy / separate agreement].

Benefits

[Company Name] offers the following benefits, subject to eligibility and plan terms:

- [Health, dental, and vision insurance]
- [Paid time off: X days per year]
- [401(k) with company match / retirement plan]
- [Other benefits, e.g., remote stipend, professional development]

Employment Type

This is a [full-time / part-time] [exempt / non-exempt] position. [If applicable: This offer is for at-will employment, meaning either party may end the employment relationship at any time, with or without cause or notice, subject to applicable law.]

Conditions of Employment

This offer is contingent upon:

- Successful completion of a background check [if applicable]
- Verification of your right to work in the United States
- [Any other conditions, e.g., drug screening, reference checks]

Confidentiality and Policies

As a condition of employment, you will be asked to sign [Company Name]'s confidentiality agreement and acknowledge receipt of the employee handbook.

Expiration

Please sign and return this letter by [Offer Expiration Date]. If we do not hear from you by that date, this offer will expire.

We are excited about the possibility of you joining our team. If you have any questions before accepting, please reach out to [Contact Name] at [Contact Email / Phone].

Sincerely,

[Hiring Manager Name]

[Title]

[Company Name]

SIGNATURES

[Company Name]

Signature: _____

Name: _____

Title: _____

Date: _____

[Candidate Name]

Signature: _____

Name: _____

Title: _____

Date: _____

By signing below, [Candidate First Name] accepts the terms of this offer.

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