**Employment Offer Letter Template**

**[Company Name]**  
[Company Address]  
[City, State, ZIP Code]  
[Date]

**[Candidate Name]**  
[Candidate Address]  
[City, State, ZIP Code]

Dear [Candidate Name],

We are pleased to offer you the position of **[Job Title]** with **[Company Name]**. We are confident that your skills, experience, and qualifications will make a valuable contribution to our team.

**Position Details**

* **Job Title:** [Job Title]
* **Start Date:** [Start Date]
* **Employment Type:** [Full-time/Part-time/Temporary/Contract]
* **Work Schedule:** [Days/Hours, if applicable]
* **Reporting To:** [Supervisor/Manager’s Name and Title]

**Compensation and Benefits**

* **Salary:** [Annual/Monthly/Hourly Salary Amount]
* **Payment Schedule:** [Bi-weekly/Monthly/Other]
* **Benefits:** [Health insurance, retirement plans, paid time off, bonuses, or other benefits offered]

**Terms of Employment**  
Your employment with **[Company Name]** will be subject to [any conditions such as background checks, reference checks, or probationary periods]. This offer does not constitute a contract of employment for a specified term unless otherwise agreed in writing. Employment is offered on an **[at-will/contractual]** basis, meaning either party may terminate the employment relationship in accordance with applicable laws.

**Next Steps**  
Please review this offer carefully. To accept, kindly sign and return a copy of this letter by **[Acceptance Deadline Date]**. We look forward to welcoming you to our team.

If you have any questions, feel free to contact me at [Phone Number] or [Email Address].

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]

**Acknowledgment and Acceptance**

I, **[Candidate Name]**, accept the employment offer for the position of **[Job Title]** with **[Company Name]** under the terms and conditions stated above.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Candidate Name]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment Offer Letter Example**

**BrightPath Solutions, Inc.**   
1250 Innovation Drive  
San Francisco, CA 94107  
March 1, 2055

**Emily Johnson**  
742 Maplewood Lane  
Berkeley, CA 94704

Dear Emily Johnson,

We are pleased to offer you the position of **Marketing Coordinator** with **BrightPath Solutions, Inc.** We are confident that your skills, experience, and creativity will make a valuable contribution to our team.

**Position Details**

* **Job Title:** Marketing Coordinator
* **Start Date:** March 15, 2055
* **Employment Type:** Full-time
* **Work Schedule:** Monday through Friday, 9:00 AM – 5:00 PM
* **Reporting To:** Sarah Lee, Marketing Director

**Compensation and Benefits**

* **Salary:** $58,000 per year
* **Payment Schedule:** Bi-weekly
* **Benefits:** Health insurance, dental and vision coverage, 401(k) plan with company match, 15 days of paid vacation annually, and eligibility for annual performance bonuses.

**Terms of Employment**  
Your employment with **BrightPath Solutions, Inc.** will be subject to the successful completion of a background check and a 90-day probationary period. This offer does not constitute a contract of employment for a specified term. Employment is offered on an **at-will** basis, meaning either party may terminate the employment relationship at any time, with or without cause, in accordance with applicable laws.

**Next Steps**  
Please review this offer carefully. To accept, kindly sign and return a copy of this letter by **March 8, 2055**. We look forward to welcoming you to our team.

If you have any questions, feel free to contact me at (415) 555-2378 or hr@brightpathsolutions.com.

Sincerely,  
James Carter  
Human Resources Manager  
BrightPath Solutions, Inc.

**Acknowledgment and Acceptance**

I, **Emily Johnson**, accept the employment offer for the position of **Marketing Coordinator** with **BrightPath Solutions, Inc.** under the terms and conditions stated above.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: Emily Johnson  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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