

Sample Offer Letter

[Company Information or on letterhead]

[Date]

[Recipient Name] [Title] [Company Name] [Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

We are pleased to offer you employment at YOUR COMPANY NAME. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is POSITION APPLIED FOR. Your starting date will be DATE TO START. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

We look forward to welcoming you as a new employee at YOUR COMPANY NAME.

Sincerely,

[Your Name] [Title]