(insert company letterhead/ logo)

COMPANY NAME

COMPANY OWNER/ ROLE

COMPANY ADDRESS

DATE

NAME OF CANDIDATE

CANDIDATE ADDRESS

Dear (first name of candidate),

[Introduce what your company does].

On behalf of COMPANY NAME, I am pleased to offer you a chance to be a part of our team. I would like to offer you the position of JOB TITLE. You will be part of our NAME OF TEAM team and will report to HIRING MANAGER. This is a (part time/ full time/1099) role and more information will come in your employment agreement.

The offered compensation for this role is COMPENSATION. Upon success in your role, we pride ourselves in taking care of those who help us as company along, and bonuses and pay increases shall be evaluated on a TIME FRAME basis. You will also be eligible for our benefits program, which includes BENEFIT OFFERINGS, after a XX probationary period.

Please note that this offer is contingent upon your ability to pass a (insert background test, drug test, etc…). More information on this will come under separate cover.

We would ask that you accept or reject this offer by DATE. Please let me know by email or phone. My email is (insert email), and my phone number is (insert phone number).

Should you have any questions, please contact me as soon as possible.

This is an exciting time; welcome to our team!

Sincerely,

COMPANY OWNER NAME, POSITION