Informal job offer letter template

Dear [Candidate First name],

We are happy to offer you a job as a [role title] at [company name]. We think that you will be a valuable asset to our company.

We will work on completing your [background check, drug screening, reference check, etc.] and hope to get you settled into your new role by [start date].

Here are the most important details of the employment we are offering you:

* Base salary: [dollar amount] per [hour, year, etc.].
* You will start work on the [expected start date].
* As the [job title], you'll report to [manager/supervisor name and title].
* Your employment with us will be on an at-will basis.

We look forward to having you as part of the team!

If you need any support, please send me us email, or call us, and we'll be more than happy to help you.

Best,

[Your name]

[Signature]

[Date]

[Candidate signature]