MM/DD/YYYY

Candidate First and Last Name  
Candidate Address  
City, State, Zip

Dear [Candidate Name],

We were delighted to meet you during the recruiting process, and we are impressed by your background and professional path so far.

We, [Company name], are excited to offer you the [full-time, part-time, etc.] position of [job title] with the expected start date of [start date], contingent upon [background check, drug screening, I-9 form, etc.].

As the [job title], you will be responsible for [succint mention of job responsibilities and expectations].

You will report directly to [manager/supervisor name and title] at [workplace location]. Working hours are from [hours of day, days of week], with [flexible/or not] hours on some days.

We will offer you a salary of [dollar amount] per [hour, year, etc.]. Moreover, you will be eligible to receive [other additional compensation potential].

Your employment with [company name] will be on an at-will basis; therefore, you and the company are free to terminate the job contract at any time, with or without any reason or advance notice.

We would like to have your response by [date]. Until then, if you have further questions, please feel free to contact me or [Manager name].

We look forward to a mutually rewarding relationship with you.

[Your signature]

[Your printed name]

[Your job title]