### Simple job offer letter template

Dear [Candidate Name],

It's our great pleasure to extend the following employment offer.

Position: [Job title]

Start date: No later than [date]

Working hours: From [hour] to [hour]

Salary: [Dollar amount] per [hour, year, etc.]

This employment offer is contingent upon successfully completing a set of documents [background check, drug screening, reference check, I-9 form, etc.].

Please keep in mind that the job offer is not a contract of employment, and either party may terminate employment at any time, with or without cause(at-will employment).

Sincerely,

[Your name]

[Your Signature]

[Date]

[Candidate signature]