



*[Company Logo Delete or Replace]*

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## Job offer template

[Company Logo]

[Company Name]

[Company Address]

[City, Province/Territory, Postal Code]

[Date]

[Candidate Name]

[Candidate Address]

[City, Province/Territory, Postal Code]

Subject: Employment offer for [job title]

Dear [Candidate Name],

We are pleased to offer you the position of [job title] with [Company Name]. We were impressed by your background and believe your skills will contribute to our team's success.

### Position details

You will report to [Supervisor's Name/Title]. Your expected start date is [start date]. This role is based at [work location], with the following schedule: [work hours/days].

### Compensation

Your starting salary will be [amount] per [year/hour], paid on a [frequency, e.g., bi-weekly] basis. You will also be eligible for [overtime pay/bonuses, if applicable].



[Company Logo Delete or Replace]

## **Benefits**

As an employee of [Company Name], you will be eligible for the following benefits:

[List benefits such as health coverage, dental, retirement savings plans, paid time off, etc.]

## **Employment conditions**

This offer is contingent on [background check/reference verification/probationary period, if applicable].

## **Acceptance**

Please confirm your acceptance of this offer by signing and returning this letter by [deadline date].

We are excited about the possibility of you joining our team. If you have questions, please contact [HR Contact Name/phone/email].

Sincerely,

[Name]

[Title]

[Company Name]

## **Candidate acceptance**

I accept the offer for the position of [job title] at [Company Name] as outlined above.

Signature:

Date:

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