



[Company Logo Delete or Replace]

[Post your job](#) on Indeed or find more templates and samples in the [Employer Resource Library](#).

What is included in an offer letter?

A job offer letter provides an overview of the job position and company as well as specific job details such as the start rate, remuneration, work schedule, benefits, and more. As there is no one-fits-all sample job offer letter, feel free to arrange the elements below to fit your company and the job roles you are looking to hire for.

Company Logo

To convey authenticity and professionalism, incorporate your company's official letterhead with a high-resolution image of your company logo. This portrayal of authority encourages a potential employee to read on and to seriously consider your offer.

Date and contact information

In the upper lefthand corner, include the date, the candidate's first and last name, and their address:

DD/MM/YYYY

Candidate First and Last Name

Candidate Address

City, State, Postcode

Greeting / opening line

Start your offer letter by addressing your potential employee using "Dear," followed by their first and last name. Congratulate them enthusiastically in offering them the job with a positive and upbeat opening line such as: "We are excited to offer you a position at [Company Name]!" You can customise this opening line to be as formal or casual as you like in reflection of your company's culture.

Job details

After the greeting, continue onto the specifics about the job position including logistics. You should include things such as the formal position title, the name of the employee's manager or supervisor, a brief description of the role and its responsibilities, as well as any other important matters specific to the job. This will help the candidate set their expectations of the job and helps give them clarity on any misunderstandings or overlooked items during the application process.

Contingencies

Should the job offer be dependent on the candidate qualifying for certain accolades or

completing certain documents, state this requirement in the job offer letter. Contingencies may also include background checks, reference checks, drug tests, signed confidentiality agreement, or proof of employment eligibility such as a visa.

Compensation

Use the job offer letter to clearly explain the compensation scheme. Specific details such as how much the candidate will make on an annual, monthly, weekly, fortnightly, or hourly basis, how often payment will be made, and the available methods of payment. Should any other compensation benefits apply, you should also mention them, such as equity, bonuses, commissions, and so on.

Benefits

To encourage a candidate to accept your job offer, summarise the key benefits offered by your company starting with the most attractive ones. Avoid including too much since details are better suited during the orientation process or in an employee handbook. Attractive benefits that may be worth mentioning in a job offer letter include:

- Insurance coverage
- Personal Pension Plan
- Paid time off
- Flexible work hours
- Work from home options

Job offer expiration date

When wrapping up, decide whether you want to place an expiration date on the job offer. Providing a hard deadline can save you from losing other qualified candidates should the prospect decline your offer. If you decide to include a time limit, be sure to give the candidate enough time, like a week, to consider before making a final decision.

Closing

End the job offer letter by expressing excitement about welcoming the candidate to the company. Provide your contact information should they have any questions and seal the deal by including a line for them to sign and date the offer should they choose to accept.

Disclaimer

To avoid any confusion, include a brief disclaimer explaining that the job offer letter is informational and not legally binding. Consult with your lawyers to draft an offer letter with language that avoids any contractual implications.



[Company Logo Delete or Replace]

Job offer letter template

[Company Logo]

DD/MM/YYYY

Candidate First and Last Name

Candidate Address

City, State, Postcode

Dear [Candidate Name],

We are pleased to offer you the [full-time, part-time, etc.] position of [job title] at [company name] with a start date of [start date], contingent upon [background checks, reference checks, etc.]. You will be reporting directly to [manager/supervisor name] at [workplace location]. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to [briefly mention relevant job duties and responsibilities].

The annual starting salary for this position is [dollar amount] to be paid on a [monthly, fortnightly, weekly, etc.] basis by [direct deposit, cheque, etc.], starting on [first pay period].

In addition to this starting salary, we are offering you [discuss stock options, bonuses, commission structures, etc.].

Your employment is on a contractual basis for a period of [time period] subject to renewal. There is a [time period] termination notice required should you wish to leave your employment with [company name]. This letter is not a contract or guarantee of employment for a definite amount of time.

As an employee of [company name], you are also eligible for our benefits program, which includes [private healthcare insurance, holiday time, etc.], and other benefits which will be described in more detail in the [employee handbook, orientation package, etc.].

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



[Company Logo Delete or Replace]

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

Signature: _____

Printed Name: _____

Date: _____

*Indeed provides this information as a courtesy to users of this site. Please note that we are not your recruitment or legal advisor, we are not responsible for the content of your job descriptions, and none of the information provided herein guarantees performance. This is a legal disclosure and is **not** part of the following template.*