



[Company Logo Delete or Replace]

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Standard job offer letter template

Dear [Candidate Name],

[Company name] is delighted to offer you the [full-time, part-time, etc.] position of [job title] with an anticipated start date of [start date], contingent upon [background check, drug screening, etc.].

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

You will report directly to [manager/supervisor name and job title] at [workplace location]. Working hours are from [hours per day, days per week].

The starting salary for this position is [dollar amount] per [hour, year, etc.]. Payment is on a [weekly, fortnightly, monthly, etc.] basis by [direct deposit, cheque, etc.], starting on [date of first pay period]. In addition, you will be eligible to receive [discuss additional compensation potential].

[Company name] offers a comprehensive benefits program, which includes [private health insurance, paid time off, etc.].

Your employment is on a [part-time, full-time, contractual, etc.] basis. This letter is not a contract indicating employment terms or duration.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

Candidate Signature: _____

Candidate Printed Name: _____

Date: _____



[Company Logo Delete or Replace]

Simple job offer letter template

Dear [Candidate Name],

With great pleasure, I extend the following employment offer to you.

Position: [Job title]

Start date: No later than [date]

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

This employment offer is contingent upon the successful completion of [background checks, drug screening, reference checks, etc.]. Kindly note that this offer letter is not a contract of employment.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

Candidate Signature: _____

Candidate Printed Name: _____

Date: _____

Casual job offer letter template

Dear [Candidate Name],

Congratulations! [Company name] is excited to call you our new [job title].

We'll focus on wrapping up a few more formalities, including the successful completion of your [background checks, drug screening, reference checks, etc.], and aim to get you settled into your new role by [start date].

Keep reading to learn more about this opportunity and – hopefully – receive answers to any lingering questions you may have.

[Company name] will start you out at [dollar amount] per [hour, year, etc.]. You can expect to receive payment [weekly, fortnightly, monthly, etc.], starting on [date of first pay period].



[Company Logo Delete or Replace]

As the [job title], you will report to [manager/supervisor name and job title] at [workplace location] from [hours per day, days per week]. Your daily responsibilities will include [brief mention of job duties and responsibilities].

You'll be a [contract, casual, part time, full-time, etc.] employee of [company name] and will be able to participate in benefits, like [personal health insurance, paid time off, etc]. You'll also have access to some awesome perks, including [additional offerings, such as game room, snack bar, etc.]!

Please keep in mind, this employment offer is in no way a legally binding contract.

[Company name] looks forward to bringing you on board! If you have questions, reach out at anytime and we'll be more than happy to help you.

Best,

[Your Signature]

[Your Printed Name]

[Your Job Title]

Candidate Signature: _____

Candidate Printed Name: _____

Date: _____

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