



[Company Logo Delete or Replace]

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

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 [date], contingent upon [background check, right to work in the UK check etc.].

As a [job title], you will be responsible for [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 [amount] per [year/month/week/hour etc.]. Payment is on a [weekly/monthly] basis, starting on [date of first pay period]. In addition, you will be eligible to receive [additional compensation-related benefits, if applicable].

[Company name] offers a comprehensive benefits programme, which includes [private healthcare, flexible working, etc.], [number] days of holiday (including bank holidays) and sick leave in accordance with statutory and contractual provisions.

Your employment is on a [part-time, full-time, contractual, etc.] basis. Please note that 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 name], [your job title]

Candidate signature: _____



[Company Logo Delete or Replace]

Candidate printed name: _____

Date: _____

Simple job offer letter template

Dear [candidate name],

It gives me great pleasure to extend the following employment offer to you.

Position: job title

Start date: no later than [insert date]

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

This employment offer is contingent upon the successful completion of [background checks, right to work in the UK checks, etc.]. Kindly note that this offer letter is not a contract of employment.

Sincerely,

[Your signature]

[Your 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]. The hiring manager will be in touch soon to finalise the details of your offer and next steps.

We will focus on wrapping up a few more formalities, including the successful completion of your [background checks, right to work in the UK check, etc.] and aim to get you settled into your new position by [start date].



[Company Logo Delete or Replace]

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

[Company name] will start you off at [salary/wage amount] per [year, month, hour, etc.]. You can expect to receive payment [weekly/monthly], starting on [date of first pay period].

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

You will be a [contract, casual, part time, full-time, etc.] employee of [company name] and will be able to participate in benefits, like [private healthcare, leave allowance, etc.]. You will also have access to some great perks, including [additional offerings, such as a games room, snack bar, half-day Fridays, etc.]!

Please keep in mind, this employment offer is not a legally binding contract.

[Company name] looks forward to welcoming you on board! If you have questions, contact us at any time, and we'll be more than happy to help you.

Best,
[Your signature]
[Your name], [your job title]

Candidate signature: _____

Candidate printed name: _____

Date: _____

Indeed provides this information as a courtesy to users of this site. Please note that we are not your recruiting 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.