



[Company Logo Delete or Replace]

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Standard job offer letter template

[Company Logo]
DD/MM/YYYY
Candidate name
Candidate address

Dear [candidate name],

We are pleased to offer you the [full-time, part-time, etc.] position of [job title] at [company name], with a proposed start date of [date], contingent upon successful completion of [background checks](#), confidentiality agreement, etc.]. You'll report 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 [job duties and responsibilities](#)].

The annual starting salary for this position is [amount] to be paid on a [monthly/weekly] basis, starting on [first pay period]. In addition to this starting salary, we are offering you [discuss bonuses, commission structures, [leaves](#) etc.].

Your employment is on a contractual basis for a period of [time period] subject to renewal, with an anticipated start date of [insert date] and an end date of [if applicable, add an end date]. There is a [time period] termination notice required, should you wish to leave your employment with [company name]. A [probationary period](#) of [time period] will apply.

As an employee of [company name], you are also eligible for our benefits programme, which includes private healthcare, [number] day(s) of holiday (including bank holidays) and other benefits, which will be described in more detail in the [employee handbook, [welcome pack](#), etc.].

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



[Company Logo Delete or Replace]

Signature: _____

Printed name: _____

Date: _____

Please note that this letter is not a contract or guarantee of employment for any definitive amount of time.

We are looking forward to having you join our team! If you have any questions, please feel free to contact us at any time via this email or [contact number or alternative email address].

Sincerely,

[Your signature]

[Your name], [your job title]

Casual job offer letter template

Hi [candidate name],

Congratulations! [Company name] is excited to offer you the role of [job title]. [Hiring manager's name] will be in touch soon to finalise details and next steps.

We're looking to wrap up your [background checks, right to work in the UK check, etc.] and get you settled into your new position by [start date].

Here are a few more details about the role: [Company name] will start you off at [salary/wage amount] per [year, month, hour, etc.], and you can expect to receive payment [weekly/monthly], starting on [date of first pay period].

As the [job title], you'll report to [manager/supervisor name and job title] at [workplace location] for [hours per day, days per week]. Daily responsibilities 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, such as [private health insurance, leave allowance, etc.]. You'll also have access to some great perks, including [additional offerings, such as a games room, snack bar and [flexible](#) or [remote working](#)].



[Company Logo Delete or Replace]

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 any questions, feel free to 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: _____

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