



OFFER LETTER

(Company Letterhead)

Date

Name
Address
City, State Zip

Dear _____:

We are pleased to extend you a formal offer of employment with **Companyname**, for the position of _____ beginning on or before _____.

The annual salary for this position will be \$_____. You will be paid bi-weekly, and you can expect to receive your first paycheck on _____.

As an employee of **Companyname** you will receive ___ paid days off within the first year of employment, consisting of ___ paid holidays and ___ days of accrued paid time off. After ___ days of employment, you will be eligible to receive _____ health insurance and _____ dental insurance, with an employee co-payment of ___%. **Companyname** will contribute the remaining ___% toward your plan. You will be eligible to participate in our _____ 401K plan after ___ months of employment.

_____, we are very excited about the prospect of you joining our team and are looking forward to your response. You may contact me by telephone at _____ or via email at _____.

Sincerely,

Manager Name
Manager Title