

Your Logo Here

DATE

Dear [NAME],

Congrats! We are so excited to have you as our new [POSITION] within our organization.

Here's some more information about your offer for you to look over.

Though we have a few more formalities to wrap up, like the completion of your background check (or drug screen, reference checks, etc.), your anticipated start date is [START DATE].

The terms of this offer of employment are:

- [Employment Type]
- [Compensation]
- [Benefits]
- [Bonus potential]

For At-Will States: Just a reminder that as an at-will employee both you and [COMPANY NAME] are able to terminate this employment contract at any time for any reason.

Please let us know if you have any questions about this offer. We'd love to hear from you by [DATE].

We can't wait to have you join our team!

Best,

HIRING MANAGER NAME
TITLE
COMPANY

Accepted By:

NAME

Date