

Job Offer Letter Template for Small Businesses

Copy, paste, and customize this template for your next hire:

[Your Company Letterhead or Company Name]

[Company Address]

[City, State, ZIP]

[Phone Number]

[Email Address]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, ZIP]

Dear [Candidate First Name],

We are pleased to offer you the position of [Job Title] with [Company Name]. We enjoyed getting to know you during the interview process and believe your skills and experience will be a great addition to our team.

Position and Reporting

You will be employed in the position of [Job Title] on a [full-time/part-time], [exempt/non-exempt, if applicable] basis. In this role, you will report directly to [Supervisor Name, Title] and will be based at [work location / remote / hybrid].

Start Date and Schedule

Your anticipated start date will be [Start Date]. Your regular work schedule will be [days and hours, e.g., Monday–Friday, 9:00 a.m.–5:00 p.m.], subject to the needs of the business.

Compensation

You will receive [hourly wage/annual salary] of [amount] [per hour/per year], payable [weekly/bi-weekly/monthly], less applicable taxes and withholdings.

[Optional: Include brief information about bonuses, commissions, or incentives and how they are earned.]

Benefits

As a [full-time/part-time] employee, you will be eligible to participate in certain company benefit programs, in accordance with their terms and conditions, which may include:

- [Health insurance]
- [Dental/vision insurance]
- [Paid time off or vacation policy]
- [Sick leave policy]
- [Retirement plan, if applicable]
- [Other benefits or perks, such as discounts, meals, flexible schedule]

Details of these benefits will be provided to you separately and may be updated from time to time at the company's discretion and subject to applicable law.

Conditions of Employment

This offer is contingent upon:

- [Successful completion of a background check, if applicable]
- [Verification of your eligibility to work in [country]]
- [Any other conditions relevant to the role]

You agree to comply with all company policies and procedures, which may be modified from time to time.

Employment Relationship

Your employment with [Company Name] is [at-will, if applicable in your jurisdiction], which means that either you or the company may terminate the employment relationship at any time, with or without cause, and with or without notice, subject to applicable law.

Nothing in this letter or in any company document should be interpreted as a contract of employment for any definite period of time.

Acceptance of Offer

Please indicate your acceptance of this offer by signing and dating this letter below and returning it to us by [deadline date]. You may return a scanned copy by email to [email address] or deliver a physical copy to [address or person].

We are excited about the possibility of you joining [Company Name] and contributing to our continued growth and success. If you have any questions, please feel free to contact [name] at [phone/email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Accepted and Agreed:

[Candidate Name]

Date: _____