

Sample Offer Letter with Annual Salary Stated

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State ZIP Code]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. Your skills and experience will be an ideal fit for our team.

Position and Reporting

Your position will be [Job Title], reporting directly to [Supervisor's Name/Title]. This is a [full-time/part-time], [exempt/non-exempt] position.

Start Date

Your anticipated start date will be [Start Date], pending completion of all pre-employment requirements.

Compensation

Your starting annual salary will be \$[Salary Amount], paid in [bi-weekly/monthly] installments in accordance with our regular payroll practices and subject to applicable taxes and withholdings.

Work Schedule

Your normal work hours will be from [Start Time] to [End Time], [Days of the Week].

Benefits

You will be eligible to participate in the standard company benefits package, which includes [list highlights, e.g., medical, dental, vision insurance, 401(k), PTO]. Additional details regarding benefits will be provided upon your start date.

Employment Terms

Employment with [Company Name] is at will, meaning either you or the company may terminate the employment relationship at any time, with or without cause or notice.

Acceptance

Please indicate your acceptance of this offer by signing and returning this letter by [Deadline Date]. If you have questions, please feel free to contact [Contact Name] at [Contact Email/Phone].

We look forward to welcoming you to our team!

Sincerely,

[Sender's Name]

[Sender's Title]

[Company Name]

Acceptance of Offer

I, [Candidate's Name], accept the offer of employment as outlined above.

Signature

Date