

# 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]

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## Acceptance of Offer

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date