

Sample Offer Letter with Negotiable Salary Details

[Your Company Letterhead]

Date: [Insert Date]

To:

[Candidate Name]

[Candidate Address]

[City, State, ZIP Code]

Dear [Candidate Name],

We are pleased to extend an offer of employment for the position of [Job Title] with [Company Name]. We believe your skills and experience will be an excellent addition to our team.

Position Details

- **Job Title:** [Job Title]
- **Reporting To:** [Supervisor/Manager Name]
- **Start Date:** [Proposed Start Date]
- **Work Location:** [Work Address/Remote/Hybrid]
- **Working Hours:** [Schedule Details]

Compensation & Benefits

- **Base Salary:** An initial base salary of [Proposed Salary] per [year/month], subject to further discussion and negotiation to ensure mutual agreement.
- **Benefits:** [List benefits such as health insurance, paid time off, retirement plans, etc.]
- **Other Compensation:** [Bonuses, commissions, stock options, etc., if any]

Please note that the above compensation details are intended as a starting point, and we are open to engaging in further discussions to finalize a mutually beneficial salary and benefits package.

Job Responsibilities

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

At-Will Employment

Please note that employment with [Company Name] is at-will. Both you and the company have the right to terminate employment at any time, with or without cause or notice.

Confirmation

If you wish to accept this offer or would like to discuss the terms further, please sign and return a copy of this letter by [Acceptance Deadline].

We are excited about the possibility of you joining our team. Should you have any questions or wish to discuss any aspect of the offer, please feel free to contact me at [Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Details]