

****Offer Letter Outline****

1. **Company Letterhead**

- Company Name
- Address
- Contact Information
- Date

2. **Candidate Information**

- Candidate Name
- Address

3. **Salutation**

- "Dear [Candidate Name],"

4. **Job Title and Department**

- Position Title
- Department

5. **Start Date**

- Proposed Start Date

6. **Compensation and Benefits**

- Salary
- Benefits Overview
- Bonuses or Commissions (if applicable)

7. **Work Schedule**

- Hours of Work
- Work Location

8. **Employment Type**

- Full-time/Part-time/Temporary

9. **Conditions of Employment**

- Background Check
- Drug Screening (if applicable)

10. **At-Will Employment Statement**

- "This offer does not constitute a contract of employment..."

11. **Acceptance Instructions**

- How to accept the offer
- Deadline for acceptance

12. **Closing**

- "We are excited to welcome you to our team!"
- Signature Line
- Printed Name and Title of Sender

13. **Enclosures (if any)**

- Additional documents or forms to be included