

Job Offer Agreement

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address] [City, State, Zip]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. Your start date will be [Start Date]. We believe your skills and experience are a perfect match for our team.

Terms of Employment

- **Salary:** [Salary Amount]
- **Benefits:** [List of Benefits]
- **Work Hours:** [Work Hours]
- **Reporting To:** [Supervisor's Name and Position]

This offer is contingent upon [Any Contingencies, e.g., background check]. Please sign and return a copy of this letter by [Deadline for Acceptance].

We look forward to welcoming you to [Company Name]!

Sincerely,

[Your Name] [Your Title] [Company Name] [Company Phone] [Company Email]

Accepted by:

[Candidate's Signature] _____

Date: _____