

Offer Terms Consideration

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to extend an offer to you for the position of [Job Title] at [Company Name]. Below are the key terms and considerations of the offer:

1. **Start Date:** [Insert Start Date]
2. **Salary:** [Insert Salary] per [year/month/hour]
3. **Benefits:** [Brief description of benefits]
4. **Work Schedule:** [Insert Work Schedule]
5. **Probation Period:** [Insert duration, if applicable]

Please review these terms and let us know if you have any questions or require further clarification. We are excited about the opportunity to work with you and look forward to your positive response.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Your Contact Information]