

Verbal Job Offer Agreement

Date: [Insert Date]

To: [Candidate's Name]

Address: [Candidate's Address]

Dear [Candidate's Name],

We are pleased to extend to you a verbal job offer for the position of [Job Title] with [Company Name]. We believe your skills and experiences will be a valuable addition to our team.

Below are the key details of the job offer:

- **Start Date:** [Insert Start Date]
- **Salary:** [Insert Salary]
- **Working Hours:** [Insert Working Hours]
- **Benefits:** [Insert Details of Benefits]

This offer is contingent upon the completion of [any contingencies such as background checks, reference checks, etc.].

Please confirm your acceptance of this verbal job offer by [Insert Deadline for Acceptance]. Once accepted, we will provide a formal written offer and employment contract.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]