

Job Offer Letter with Signing Bonus

Date: [Insert Date]

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

Dear [Candidate's Name],

We are pleased to extend to you an offer of employment for the position of [Job Title] at [Company Name]. We were impressed with your background and are excited about the possibility of you joining our team.

As part of your offer, we are pleased to include a signing bonus of [Amount]. This bonus will be paid out within [Timeframe] of your start date, contingent upon your acceptance of this offer and completion of [any specific conditions].

Your starting salary will be [Salary Amount] per [hour/year], and you will be eligible for [benefits, if applicable]. Your start date will be [Start Date].

Please sign and return this letter by [Response Deadline] to indicate your acceptance of these terms.

If you have any questions regarding this offer, please do not hesitate to reach out to me directly.

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

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]

Acceptance of Offer

I, [Candidate's Name], accept the position of [Job Title] with [Company Name] and the terms described above.

Signature: _____
Date: _____