
SAMPLE JOB OFFER LETTER

Name and Address

Date

Dear Mr./Miss/Mrs./Ms. (Name):

Congratulations! We are pleased to confirm you have been selected to work for (Company/Division/Department). We are delighted to make you the following job offer.

The position we are offering is that of (Job Title) at a salary/wage of (salary/hourly rate) per (year/month/week/hour). This position reports to (Title and name of Supervisor). Your working hours will be from (state working hours) and/or (normal workdays). This is a (permanent/seasonal/contract/casual) position. (If this is a contract position state expected length of term).

Benefits Information if relevant to the position:

- | | | |
|-----------------------------------|---|-------------------------------|
| Vacation | - | __ weeks per annum |
| Probation (or Provisional) Period | - | from (dd/mm/yy) to (dd/mm/yy) |
| Employee Benefits Include: | - | MSP |
| | - | Group Insurance |
| | - | Short/Long Term Disability |
| | - | Dental Care |
| | - | Health care |

We would like you to start work on (state desired date) at (state start time). Please report to (name of person to see on start date), for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by (specify date) to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our (Company/Division/Department) and look forward to working with you.

Sincerely,

(Name of person authorized to make job offer)
(Position)
(Company)

I accept the offer as outlined above.

(Name) _____

Date _____