Casual job offer letter template

Dear [Candidate Name],

Congratulations! [Company name] is excited to call you our new [job title].

We’ll focus on wrapping up a few more formalities, including the successful completion of your [background check, drug screening, reference check, etc.], and aim to get you settled into your new role by [start date].

Keep reading to learn more about this opportunity and – hopefully – answer any lingering questions you may have.

[Company name] will start you out at [dollar amount] per [hour, year, etc.]. You can expect to receive payment [weekly, biweekly, monthly, etc.], starting on [date of first pay period].

As the [job title], you will report to [manager/supervisor name and title] at [workplace location] from [hours of day, days of week]. Your daily responsibilities will include [brief mention of job duties and responsibilities].

You’ll be a regular employee of [company name] and will be able to participate in benefits, like [medical insurance, 401(k), paid time off, etc.]. You’ll also have access to some awesome perks, including [additional offerings, such as game room, snack bar, etc.]!

Please keep in mind, this employment offer is in no way a legally binding contract, and as an at-will employee, both you and [company name] are able to terminate employment for any reason at any time.

[Company name] looks forward to bringing you on board! If you have questions, reach out at any time and we’ll be more than happy to help you.

Best,

[Your Signature]

[Your Printed Name]
[Your Job Title]

Candidate Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_