**Informal Sample Offer Letter by** [**workable.com**](http://www.workable.com)

Dear [first name],

We are pleased to offer you a job as a [role title] at [company name]. We trust that your experience and skills will be a valuable asset to our company.

If you are to accept this offer you will be eligible to the following in accordance to our company’s policies:

* Annual gross salary of $[total annual salary] paid in [monthly or semi-monthly] installments by check or direct deposit
* Up to [percent]% of your annual gross salary will be given to you as a performance bonus
* Standard benefits including:
	+ [vacation days number] days of annual paid time off
	+ [sick days number] days of sick leave
	+ Medical and dental insurance
	+ 401k/retirement plan
	+ Flex time arrangements
	+ Tuition reimbursement for career development courses
	+ Free use of certain facilities out of hours and subject to availability
	+ Childcare
	+ [more benefits]

To accept this offer sign and date this job offer letter as indicated below and email it back to us by [date].

If you accept this offer, your hire date will be the [date]. Your immediate supervisor will be [supervisor’s name].

We at [company name] hope that you’ll accept to work with us and look forward to welcoming you aboard. Feel free to call [employee name] if you have any questions or concerns.

Sincerely,

[Sender Name]

**Signatures:**

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Company Representative (Sign)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Representative (Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant (Sign)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant (Print)

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Date