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OFFER LETTER TEMPLATE  
ON LETTERHEAD

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**Date**

**Name**

**Address**

**Address**

Dear < **first name** >,

This letter is to formalize our offer of employment as our < **insert title** >. If you accept this position, your rate will be **\$XX.XX per hour**. Our offer is made with the understanding that you must be able to provide documents that verify your right to work in the United States and your identity for compliance with the Immigration Reform and Control Act of 1986.

Your start date in this position will be **Thursday, February 27<sup>th</sup>, 2021**.

I look forward to you joining our team. Please indicate your acceptance of this offer by signing this letter and returning to: **NAME at FAX or MAIL ADDRESS**.

Sincerely,

**Company Representative**

**Title**

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Accepted by: < **candidate name** >

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Date:

