

Sample Offer Letter

If your company plans to offer a potential employee stock options, perks (company car, athletic club membership and so on.), or bonus terms, then describe the details of additional offerings in the section of this letter titled "Compensation."

(Date)

(Candidate Name)

(Candidate Address)

Dear (Candidate Name),

AVAILABLE UPON PURCHASE

Compensation

AVAILABLE UPON PURCHASE

Policies and Benefits

AVAILABLE UPON PURCHASE

At-Will Employment

AVAILABLE UPON PURCHASE

Confidentiality and Authorization to Work

AVAILABLE UPON PURCHASE

Acceptance

AVAILABLE UPON PURCHASE

Welcome

AVAILABLE UPON PURCHASE

Agreed to and Accepted by:

 (Candidate Name)

Date

Enclosure: Job Description