

# WELCOME TO THE TEAM

Dear [candidate name],

We are pleased to offer you the [full-time, part-time] position of [job title] at [company name] with a start date of [start date], contingent upon [background check, I-9 form, etc.]. You will be responsible to [leader's name] at [workplace location].

We will be offering an annual salary of [\$X] paid on a [monthly, weekly, etc.] basis. In addition to the starting salary, we offer [discuss bonuses, stock options, etc. - if applicable].

As an employee of [company name], you are also eligible for our benefits program, which includes [medical insurance, 401(k), vacation time, etc.], and other benefits which will be described in more detail in the [employee handbook, orientation package, etc.].

This letter is to serve as an employment offer. Please sign one copy and return to me. Your signed copy will indicate your acceptance of the above terms and conditions of employment.

Sincerely,

[Your signature]

[Your job title]

Signature:

Printed Name:

Date: