Informal offer letter sample

Dear [first name],

We are pleased to supply you employment as a [role title] at [company name]. we expect that your experience and skills are going to be a valuable asset to our company.

If you're to simply accept this provide you with are going to be eligible to the subsequent in accordance to our company’s policies:

Annual gross salary of $[total annual salary] paid in [monthly or semi-monthly] instalments by check or direct deposit

Up to [per cent]% of your annual gross salary are going to be given to you as a performance bonus

Standard benefits including:

[vacation days number] days of annual paid day off

[sick days number] days of leave

Medical and dental insurance

401k/retirement plan

Flexible working hours

Tuition reimbursement for career development courses

Childcare

[more benefits]

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

Your expected hire date is going to be the [date]. Your immediate supervisor is going to be [supervisor’s name].

We look forward to welcoming you to our team. be happy to call [recruiter’s name] if you've got any questions or concerns.

Sincerely,

[Sender Name]