

Offer Letter Format

Guidelines for Simple & Best Job Offer

Company's
Street
City, State Zip Code

Name
Address

Date _____

Recipient
Street
City,
Phone Number

State

Zip

Name
Address
Code

Dear [Name of Recipient],

Congratulations!

Start with Introduction – Use company Letterhead or official Email address and start with Stating the company's name and extend them a job offer. Give them details about the position and their department.

Second - Detail the candidate and Let him / her know what they get if they accept the job offer. This would include salary, benefits, bonuses, stocks, etc. Identify a start date.

Timeline - Let the candidate know by what date they need to respond to this employment job offer and when their hire date is (Mention the date of Joining in or before Format).

Reporting - Finally, mention to whom the candidate will report and whom to call if any questions arise or information required.

Sincerely,

For Company Name

Manager	/HR	name	& Designation
Email	ID	& Phone	Number
Company Stamp / Seal			