[](https://goo.gl/3STXpr)

**Informal Offer Letter Template**

Dear [Name],

We would like to offer you a job as a [position title] at [Company Name]. We know your experience and skills will be a valuable asset to our team.

If you accept this offer, you will be eligible for the following in accordance with our company’s policies:

* Annual gross salary of $[total annual salary] paid in [monthly or semi-monthly] installments by check or direct deposit
* Up to [percent]% of your annual gross salary will be given to you as a performance bonus
* Standard benefits, including:
  + [vacation days number] days of annual paid time off
  + [sick days number] days of sick leave
  + Medical and dental insurance
  + 401k/retirement plan
  + [more benefits]

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

If you accept this offer, your hire date will be the [date]. Your immediate supervisor will be [Supervisor’s Name].

We at [Company Name] hope that you’ll accept this offer and look forward to welcoming you aboard. Feel free to call [Employee Name], if you have any questions or concerns.

Sincerely,

[Name]

**Signatures:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Company Representative** (PRINT)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Company Representative** (SIGNATURE)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Applicant** (PRINT)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Applicant** (SIGNATURE)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Date**