

PUTTING IT ALL TOGETHER: AN OFFER LETTER TEMPLATE

Below is template for a sample offer letter that uses the information in the table previously shown. Remember, it's not only the details of the offer that matter. It's important to follow your company's messaging and communication guidelines to ensure that it communicates your brand and speaks authentically to the candidate.

Using a template for an offer letter helps you consistently apply recruiting best practices to be able to hire and engage more top performers more easily and effectively. Variable content for this candidate, gathered from the spreadsheet, is highlighted in light blue.

April 1, 2016

Landry Coleman

1234 Main St.

Centerville, CA 12345

Dear Landry,

I am very pleased to offer you the position of HR generalist at Acme Hospitality Services Inc. This is a full-time, permanent position. Your role is critical in supporting the employees of Acme Hospitality Services to enjoy a better, more productive work experience by helping them take full advantage of their valuable company benefits through enhanced HR practices and performance. Ultimately, you'll be supporting Acme Hospitality Services to improve the way our clients get their work done and create success for all of us.

Your first day will be May 1, 2016.

Your position will have a starting salary of \$52,000 per year. Your salary will be paid once a month.

You also may qualify for additional compensation in the form of performance bonuses and commissions.

You will receive two weeks of paid time off (PTO) every year (prorated for your first year, if applicable). Other standard — or “core” — benefits that make Acme Hospitality Services a great workplace include company-subsidized health, dental, and vision insurance; a 401(k) plan with company-matching contributions; basic life, long-term, and short-term disability insurance at no cost to you; the availability of increased insurance coverage; and voluntary benefits such as critical care insurance and legal protection.

As a valued member of our organization, you will also receive:

- A relocation allowance in accordance with the company's policy
- Stock options in accordance with the company's plan
- Participation in the company's standard pension plan

Please remember that this offer is contingent upon your completion of the following conditions:

- Satisfactory medical assessment
- Agreeing to the terms of your employment contract
- Passing a drug and alcohol screening test
- Satisfactory criminal record check
- Receipt of satisfactory work references
- Proof-of-work eligibility
- Receipt of the signed noncompete statement

Please also note that as a salaried employee, you may be required to work flexible schedules and/or additional hours to perform your duties, for which you will receive no additional payment.

Please indicate your acceptance of this offer by signing and dating it where indicated below, and return it to me by close of business on April 10, 2016.

We look forward to having you join our team and await your response. If you have any questions at all, please don't hesitate to contact me at 817-456-1234.

Sincerely,

[your name]

I accept the offer of employment outlined above, on this 24th day of January, 2016.

Landry Coleman