(Insert Date Here)

Dear (Insert Candidate Name Here),

(Insert Company Name Here) is pleased to offer you the position of (Insert Position Here) reporting to (Insert Name and Title Here). This is a (Insert Description Here. E.g. permanent, full-time position) with a base monthly salary of (Insert Amount Here) and annualized at (Insert Amount Here). Your employment with (Insert Company Name Here) is expected to begin on or before (Insert Date Here). Work completed for the company prior to your official start date will be done on a contract basis rate of (Insert Amount Here) up to a maximum of (Insert Amount Here) per week.

In addition to the base salary, you will be eligible to participate in the company’s benefit program as outlined in the employee policy including, but not limited to:

* Benefit 1
* Benefit 2
* Benefit 3

As part of your employment with (Insert Company Name Here), you will be expected to execute the company’s standard confidentiality and non-compete agreement.

This offer is contingent upon a pre-employment drug screening and because the position has financial management responsibilities, a favorable credit report.

We appreciate your interest in (Insert Company Name Here) and look forward to your acceptance of this employment offer by (Insert Date Here).

Sincerely,

(Insert Name Here)

(Insert Title Here)

(Insert Company Name Here)