Contract employee offer letter sample | Workable

Dear [*Candidate\_name*],

Our hiring team was excited to meet and get to know you over the past few [*e.g. days/weeks*]. It is my pleasure to offer you a position at [*Company\_name*] in the role of [*Job\_title*]. This a fixed-term position that will start on [*start date*] and end on [*end date*].

You will work [*e.g. from Monday to Friday, 9 a.m. to 5 p.m.* ] and you will report to the Head of our [*e.g. Marketing*] department.

We offer you the following compensation and benefits:

* Monthly gross salary of $X
* X days of paid vacation leave per month
* [*Mention additional benefits that may apply, e.g. free snacks*]

We would like to have your response by [*date*]. In the meantime, please feel free to contact me or [*Manager\_name*] via email or phone on [*provide contact details*], if you have any questions.

We are all looking forward to having you on our team.

Best regards,

[*Your name*]

Signatures:

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Company Representative (Sign)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Representative (Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate (Sign)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate (Print)

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Date