

Job Offer Letter Templates

Job offer letter templates make the onboarding process fast, easy, and simple. It gives you a standardised way to onboard your new employees that makes sure the working relationship goes off to a smooth start.

I'll show you a job offer letter template example you can use. Feel free to copy and customise it to fit the role and your company culture.

Standard Job Offer Letter Template

Template for job offer letter

Hey [name],

Following on from our call, we're writing to formally invite you to join us as a member of xxx, as a [role].

As we've discussed, if you accept, your start date with us would be [date].

It's been a pleasure getting to know you throughout the interview process. We're very excited to have you join us and help us deliver an excellent service to our customers. We've all loved getting to know you so far, and we're excited to have you join the team.

As a company, we will face many exciting challenges over the coming months and years.

Adjustments & accommodations

Please let me know if you have any adjustments or accommodations that you'd need support with so we can make sure we're setting you up for success :)

Compensation Package

Salary: you'll be joining us on a base of £[x] per annum.

Pension: xxx

Holiday: All our team enjoy 25 days of holiday, plus public holidays.

Other benefits: xxx

Probation

xxx from your start date will mark the end of your probation period. We see this time as an opportunity to focus on getting to know our processes and culture, and to mark the early days of your time here.

What you should do now

Please take the time to consider our offer and respond in writing within 5 working days to confirm if you'll be joining us. If you have any questions about it, you can ask me directly.

Best wishes,

[Your name]

P.S. Our culture runs on feedback, so we'd love to know your thoughts on our hiring process...

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