**Job offer letter template**

You can use the templates below as a starting point. Each one is built for a different type of offer, so you can pick the version that fits your situation and customize from there.

**Standard job offer letter template**

**Subject:** Your offer to join [company name]

Dear [candidate name],

We’re delighted to offer you the position of [job title] at [company name]. This letter outlines the key terms of your employment offer:

* **Position**: [job title]
* **Department:** [department]
* **Reporting to:** [manager’s name, title, and contact information]
* **Start date:** [start date]
* **Schedule**: [work hours]
* **Location**: [work location]
* **Salary:** [amount] per [year/hour], paid [weekly/biweekly/monthly]

As a full-time team member, you’ll also be eligible for our benefits program, which includes:

* Health, dental, and vision insurance
* Paid time off and holidays
* Retirement plan options
* [Any other key benefits you'd like to highlight]

This offer is contingent on [list any required steps before employment begins, such as background checks or signed agreements]. Please note that this letter does not represent a contract. Your employment will be on an at-will basis.

To accept this offer, please sign and return this letter by [offer expiration date].

We’re excited to welcome you to the team.

Warm regards,

[HR or hiring manager name]

[Title]

[Company name]

**Internal job offer letter template**

**Subject:** Congratulations on your promotion!

Dear [team member name],

We’re pleased to offer you a new role as [new job title] in the [department], effective [start date]. This change reflects the strong contributions you’ve made and the continued impact we know you’ll bring to the team.

* **Reporting to:** [manager’s name and title]
* **New compensation:** [amount], reflecting a [percentage] increase from your current salary
* **Key responsibilities:** [list of primary duties and expectations in the new role]

Please confirm your acceptance by signing and returning this letter by [offer expiration date].

We’re excited to see you take on this new challenge and continue growing with us.

All the best,

[Manager or HR representative name]

[Title]

[Company name]

**Formal job offer letter template**

Use this version for executive or senior-level roles where compensation, equity, and responsibilities require more detail and a formal tone. This template reflects the significance of the position and sets clear expectations from the start.

**Subject:** Formal offer – [job title]

Dear [candidate name],

Following our recent conversations, we’re pleased to formally offer you the position of [job title] at [company name]. We believe your experience and leadership will make a significant impact on our team and broader organization.

**Position details**:

* **Title**: [job title]
* **Department:** [department]
* **Reports to:** [manager title]
* **Start date:** [start date]
* **Location:** [location]

**Compensation and benefits**:

* **Base salary:** [amount]
* **Annual bonus:** [details of target or range]
* **Equity:** [description of stock options or equity grant]
* **Executive benefits:** [summary of senior-level benefits and perks]

This offer is contingent upon [list any required steps before employment begins, such as background checks or signed agreements]. To confirm your acceptance, please sign and return this letter by [offer expiration date].

We’re looking forward to working with you.

Sincerely,

[CEO or president name]

[Title]

[Company name]

**Casual job offer letter template**

**Subject:** You're in! Offer for [job title] at [company name]

Hi [candidate first name],

Great news, we’re excited to officially offer you the [job title] role at [company name]! We really enjoyed getting to know you during the process and think you’ll be a great addition to the team.

Here’s all the important info:

* **Role:** [job title]
* **Team:** [department or team name]
* **Manager:** [manager’s first name]
* **Start date:** [start date]
* **Location:** [work location or remote status]
* **Salary:** [amount] per [year/hour]
* **Benefits:** [brief description of key benefits provided]

[Add a short personal note about why your team is excited to have them join.]

This offer is contingent on [list any contingencies, such as background checks or signed agreements]. If everything looks good, please sign below and send it back by [offer expiration date].

We can’t wait to get started!

Cheers,

[Hiring manager name]

[Title]

[Company name]

**Internship job offer letter template**

**Subject:** Congratulations on your promotion to [new job title]

Dear [candidate name],

Congratulations! We’re excited to offer you an internship position as [internship title] at [company name]. We were impressed by your enthusiasm and potential, and we believe this experience will provide valuable opportunities for your professional growth.

Internship details:

* **Position:** [internship title]
* **Department:** [department]
* **Supervisor:** [supervisor’s name and title]
* **Duration:** [start date] to [end date]
* **Schedule:** [hours per week, days]
* **Location:** [work location or remote status]
* **Compensation:** [stipend amount, hourly rate, or note if unpaid]

During your internship, you’ll be responsible for [brief overview of responsibilities and what they’ll gain from the experience]. You’ll also receive guidance and feedback through [description of mentorship, check-ins, or evaluation process].

To accept this offer, please sign and return this letter by [offer expiration date].

We’re excited to have you on board!

Sincerely,

[Internship coordinator or HR manager name]

[Title]

[Company name]

**Part-time job offer letter template**

**Subject:** Your part-time offer for [job title] at [company name]

Dear [candidate name],

We’re pleased to offer you the part-time position of [job title] at [company name]. Based on our conversations, we’re confident your skills and experience will be a great addition to our team.

**Position details:**

* **Title:** [job title]
* **Department:** [department]
* **Supervisor:** [supervisor name and title]
* **Start date:** [start date]
* **Schedule:** [specific days and hours]
* **Location:** [work location or remote status]
* **Compensation and benefits:**
* **Hourly rate:** [amount] per hour
* **Pay schedule:** [weekly/biweekly] on [day of week]
* **Benefits eligibility:** [details on any pro-rated benefits or exclusions]

As a part-time team member, your primary responsibilities will include [brief overview of duties and expectations].

This offer is contingent on [list contingencies, such as background checks or signed paperwork]. Your employment will be on an at-will basis.

To accept this offer, please sign and return this letter by [offer expiration date].

We look forward to working with you.

Sincerely,

[HR manager or hiring manager name]

[Title]

[Company name]

**Contract to full-time job offer letter template**

**Subject:** Transition to full-time: [job title] offer at [company name]

Dear [contractor name],

Based on your excellent work as a contractor with [company name], we’re excited to offer you a full-time position as [job title]. Your contributions have made a clear impact, and we’re looking forward to having you continue your work with us on a permanent basis.

**Position details:**

* **Title:** [job title]
* **Department:** [department]
* **Reporting to:** [manager’s name and title]
* **Transition date:** [start date for full-time status]
* **Location:** [work location or remote status]
* **Compensation and benefits:**
* **Annual salary:** [amount]
* **Benefits:** As a full-time employee, you’ll now be eligible for our full benefits package, including [overview of key benefits].
* **New responsibilities:** [brief explanation of any changes to scope, responsibilities, or reporting structure]

This offer reflects a change in your employment status and will be considered at-will. To accept this offer, please sign and return this letter by [offer expiration date].

We’re grateful for everything you’ve contributed so far and excited to continue working together in this new capacity.

Sincerely,

[HR manager or department head name]

[Title]

[Company name]

**Freelance job offer letter template**

**Subject:** Project offer: [project/role name] at [company name]

Dear [freelancer name],

We’re pleased to engage your services as an independent contractor for [company name]. This letter outlines the terms of our agreement for the [project or role description].

**Project details:**

* **Project:** [brief description of the project or initiative]
* **Role:** [specific responsibilities or focus areas]
* **Timeline:** [start date] to [estimated completion date]
* **Deliverables:** [list of specific outputs, milestones, or deadlines]
* **Compensation:**
* **Rate:** [hourly rate or flat project fee]
* **Payment schedule:** [details on invoicing frequency, payment timing, and method]
* **Expenses:** [policy for reimbursable costs, if applicable]

Please note that this agreement does not establish an employer-employee relationship. As an independent contractor, you are responsible for your own taxes, insurance, and benefits.

[Include a brief statement regarding confidentiality, intellectual property rights, or any applicable terms specific to your organization or project.]

If you agree to the terms outlined above, please sign and return this letter by [offer expiration date] to confirm your engagement.

We look forward to collaborating with you!

Sincerely,

[Project manager or department head name]

[Title]

[Company name]

**Sales job offer letter template**

**Subject:** [job title] offer – base + commission details commission

Dear [candidate name],

We’re excited to offer you the position of [sales role] at [company name]. Your experience in sales and enthusiasm for our products make you a strong fit for the team.

**Position Details:**

* **Title:** [sales role]
* **Department:** Sales
* **Reporting to:** [sales manager name]
* **Start date:** [start date]
* **Territory/accounts:** [description of assigned territory or accounts]
* **Compensation Structure:**
* **Base salary:** [amount] annually
* **Commission:** [outline of commission structure of how it’s earned and when it’s paid]
* **Bonus potential:** [details on quarterly/annual performance bonuses, if applicable]
* **Benefits:** [overview of benefits package and eligibility]
* **Sales targets and expectations:**
* **Quota:** [quarterly or annual revenue targets]
* **KPIs:** [specific performance metrics such as conversion rate, lead generations, or demo volume]
* **Support and training:** [brief description of onboarding plan, tools provided, and ongoing coaching]

This offer is contingent upon [list contingencies, such as background checks or signed agreements]. Your employment will be at-will.

To accept the offer, please sign and return this letter by [offer expiration date].

We look forward to seeing what you’ll accomplish.

Sincerely,

[Sales director or VP of sales name]

[Title]

[Company name]

**Developer job offer letter template**

**Subject:** Your offer to join [company name] as a [job title]

Dear [candidate name],

We’re pleased to offer you the position of [developer role] at [company name]. Your technical skills and problem-solving approach stood out to our team, and we’re excited about the impact you’ll bring to our engineering efforts.

**Position details:**

* **Title:** [developer role]
* **Department:** Engineering
* **Reporting to:** [engineering manager name]
* **Start date:** [start date]
* **Location:** [work location or remote arrangement]
* **Tech stack:** [list of core technologies]
* **Current projects:** [brief overview of key initiatives the candidate will contribute to]
* **Annual salary:** [amount]
* **Benefits:** [summary of health, retirement, PTO, and any other core benefits]
* **Technical perks:** [include things like equipment budget, conference allowance, or remote setup support]

This offer is contingent upon [list any conditions such as background checks or signed documentation]. Your employment with [company name] will be at-will.

To accept this offer, please sign and return this letter by [offer expiration date].

We’re looking forward to building with you.

Sincerely,

[CTO or engineering director name]

[Title]

[Company name]