Full-time job offer letter (US)

Payrun HR software · payrun.app

Fill in the blanks, delete what doesn't apply and keep salary, start date and conditions exactly as agreed. Exempt or non-exempt status decides whether overtime is paid.

_____

Dear _____,

We're pleased to offer you the position below at _____. This letter sets out the main terms of the offer.

Job title	_____
Reports to	_____
Start date	_____
Employment type	_____
Location / work pattern	_____
Hours	_____
Base salary	_____
Bonus / commission	_____
Benefits	_____
Paid time off	_____
Conditions	_____

Your employment is at will, which means you or the company can end it at any time, with or without cause or notice. This letter is not a contract for a fixed period of employment. *(Check this wording for your state.)*

On your first day, please bring documents for Form I-9 so we can confirm your eligibility to work in the US.

To accept, sign below and return this letter by _____. If you have questions, contact _____.

We look forward to working with you.

Sincerely,

_____

_____

_____ _____

Accepted by (candidate signature) Date

Conditional job offer letter (UK)

Payrun HR software · payrun.app

Based on the contents Acas recommends for a job offer letter. Tick the conditions that apply. Check right to work before employment starts.

_____

Dear _____,

I'm pleased to offer you the job of _____ at _____. This is a **conditional job offer**: it depends on the conditions listed below.

Job title	_____
Start date	_____
Salary	_____ a year, paid _____
Hours	_____ hours a week
Place of work	_____
Holiday	_____ days a year including / plus bank holidays
Pension	_____
Other benefits	_____
Probation period	_____ months

Conditions of this offer

☐ References we're satisfied with ☐ Proof of your right to work in the UK ☐ Health check ☐ Criminal record check (DBS) ☐ Other: _____

If any condition isn't met, we may withdraw the offer, and we'll tell you why. You'll receive a written statement of your terms on or before your first day.

Please confirm in writing whether you accept or decline by _____. If you have any questions, contact _____ on _____.

Yours sincerely,

_____

_____

_____ _____

I accept this offer (signature) Date

Job offer email

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A short email to send the offer letter. Keep the terms in the attached letter.

Subject: Job offer: _____ at _____

Hi _____,

Thank you for your time during the interviews. I'm delighted to offer you the role of _____, starting on _____, at a salary of _____.

Your offer letter is attached. It sets out the pay, hours, benefits and any conditions of the offer. Please read it, sign it and send it back by _____.

If you'd like to talk anything through, reply here or call me on _____.

Best regards,

_____

_____

Send the formal letter as an attachment rather than pasting the terms into the email, and keep a copy of the signed letter in the new hire's records.

Full-time job offer letter

Filled-in sample (sample data)

Payrun HR software · payrun.app

9 December 2026

Dear Jordan Lee,

We're pleased to offer you the position below at Brightline Studio LLC. This letter sets out the main terms of the offer.

Job title	Account Manager
Reports to	Sam Patel, Head of Client Services
Start date	Monday 4 January 2027
Employment type	Full-time, exempt (salaried)
Location / work pattern	Austin office, 2 days a week from home
Hours	40 hours a week, Monday to Friday
Base salary	$62,000 a year, paid every two weeks ($2,384.62 per pay period)
Bonus / commission	None
Benefits	Health insurance from day one, 401(k) after 90 days
Paid time off	15 days a year plus 8 public holidays
Conditions	Satisfactory references and background check (with your written consent)

Your employment is at will, which means you or the company can end it at any time, with or without cause or notice. This letter is not a contract for a fixed period of employment. *(Check this wording for your state.)*

On your first day, please bring documents for Form I-9 so we can confirm your eligibility to work in the US.

To accept, sign below and return this letter by 16 December 2026. If you have questions, contact Sam Patel, sam@brightline.example, (512) 555-0142.

We look forward to working with you.

Sincerely,
Sam Patel
Head of Client Services

Accepted by (candidate signature)

Date