Letter of Offer Template

[Date]

[Name]

[Address]

[Address]

Dear [Name]

**Letter of Offer**

Thank you for your interest in [Company Name]. It is with much pleasure that we would like to offer you the position of [Position Title].

This offer is being presented to you subject to the company receiving two satisfactory employment references. Your starting salary will be $[Enter amount] gross per [Hour/Annum] payable [Weekly/Fortnightly/Monthly] commencing on [Date].  
  
The abovementioned conditions and all other terms and conditions for your employment are covered in the accompanying employment contract for your review and consideration. Should you accept our offer, please sign and return the document in the prepaid envelope. The copy document is for you to keep for your records.

If you have any queries regarding this offer, please feel free to contact me. I look forward to your reply and hope that you will soon be joining us.

Yours sincerely,

[Name]

[Title]