

Job Offer Letter

Position, salary, contingencies & acceptance

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This Job Offer Letter confirms the Company's offer to the Candidate named below. It sets out the position, start date, salary, reporting manager, and any contingencies. Replace this placeholder with terms reviewed by your HR team or attorney — offer and employment rules vary by country and state.

Parties

Company name

Candidate name

Company address

Candidate address

Offer details

Position / job title

Proposed start date

Salary / compensation

Reporting manager

Contingencies (references, background check, work eligibility)

Acceptance

By signing below, I accept this offer of employment on the terms stated above, including any listed contingencies.

Signatures

Candidate signs to accept; employer countersigns. Include the employer signer's title.

Candidate signature

Date

Printed name

Employer signature

Date

Printed name

Title

Fillable PDF job offer letter. General-purpose layout, not legal advice.