

SAMPLE OFFER LETTER

[Company Name/Letterhead]

[DATE]

[RECIPIENT NAME], [TITLE]

[ORGANIZATION NAME]

[STREET ADDRESS]

[CITY], [STATE] [ZIP CODE]

Dear [RECIPIENT NAME],

We are pleased to offer you the position of [POSITION TITLE] at [YOUR ORGANIZATION NAME]. We feel that your skills and background will be valuable assets to our team.

Per our discussion, your starting date will be [STARTING DATE]. The enclosed Statement of Work (SOW) outlines the roles and responsibilities for the offered position.

If you choose to accept this offer, please sign the SOW in the space provided and return it to us via email at [EMAIL ADDRESS].

We look forward to welcoming you as a new employee at [YOUR ORGANIZATION NAME].

Sincerely,

[YOUR NAME], [YOUR TITLE]

Enclosure