

A background image of a woman with long brown hair, smiling and looking down at a white document she is holding. The image is slightly faded to allow text to be read over it.

## SIGN ON THE DOTTED LINE

### TIPS TO CREATE A FORMAL OFFER LETTER

Put the champagne on ice and get ready to celebrate. You've received a verbal commitment from your dream candidate, but there's still work to be done to finalize the offer.

First, establish the proper expectations with your candidate as to when he/she will receive their formal offer of employment. And don't forget to include the exact timeframe when you expect to receive the signed offer letter back from the candidate.

Then, gather key details about the position and provide the candidate with a formal job offer letter. The letter will outline the key components of the offer, including the position, compensation, bonus or commission, and employee benefits.

Here's a list of must-haves to include in your offer letter to help close more candidates.

## Congratulations!

Dear [INSERT NAME],

We are pleased to extend this offer of employment for the position of [insert title here.]

In this package, you will find your offer details including compensation and benefits as well as information on our culture. If you accept this offer, your start date will be [insert start date] or another mutually agreed upon date. To accept this offer, please complete and sign the necessary documents.

If you have any questions while reviewing this information, please let me know. I look forward to welcoming you to our team!

Thank you,

### SUGGESTED CONTENTS TO INCLUDE

- ☐ Offer Summary
- ☐ Formal Offer Details
- ☐ Benefits Overview
- ☐ Culture and Community
- ☐ Agreements
- ☐ Next Steps Checklist

## YOUR OFFER AT A GLANCE

Position		Hiring Manager	
Location		Start Date	
		Offer Valid Through	

### OFFER DETAILS

Base Pay		Bonus		Paid Time Off (PTO)	
Benefits		401(k)			
Employee Relationship				Termination	
Proprietary Information and Non-Disclosure Agreement					

Dear [INSERT NAME],

This is an exciting opportunity for you to be part of our team. If you have any questions, please feel free to reach out to me. Otherwise, electronically sign below and on all legal documents in this package. By accepting this offer of employment through your signature below, you agree that your title, job duties, wages, compensation, and benefits are subject to change and that [Insert Company Name] policies and procedures may change periodically at the company's sole discretion, as required by business needs. By signing below, you agree to accept this job offer and the terms and conditions included in this offer package.

Name	Date