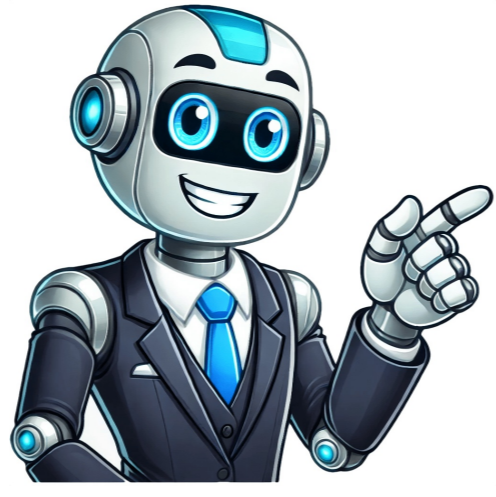


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## Offer letter examples

Finding the perfect hire isn't easy. Most of the time you have to review a lot of resumes and see many candidates before you make a decision. And after all this effort, it's time to send your job offer letter – and you realize this is equally important to any other hiring stage since you have to make your job offer stand out to bring the best candidate on board. What is a Job Offer? When a hiring team finds the right candidate, it usually contacts them in order to announce its decision and make a job offer. When the job offer is verbal, the hiring manager calls the selected candidate and lets them know they are offering them the position. Depending on the company's policy and hiring process, the candidate will also receive the offer via email or in writing. A job offer to a candidate, whether it is made via phone or email, must be followed by a formal job offer letter where the details of the offer of employment are confirmed. Learn what an ATS is, what features to look for, and how it can help you so you can make the right decision in getting this important hiring software. Download your guide now What is included in a job offer? A job offer letter from employer to employee should include: Job title Job description Starting date Work schedule Reporting structure Salary (Compensation Bonus or Commission) Paid time off Employee benefits Privacy policies Termination conditions Depending on each situation, there are different job offer letters a company or a hiring manager can use. To help you send a job offer letter that will suit your needs, we collected eight sample job offer letter templates. 8 job offer letter examples for any case: 1. General job offer template If you want a simple job offer letter sample, then this template is for you. This is a job offer email template you can use when you have found your perfect candidate and want to officially offer them a position. Feel free to customize it in order to include as many details as you think your candidate will want to know before making up their mind. The general job offer template can be found here. 2. Formal job offer template This formal job offer letter sample can be used when a company is offering a full-time position to the best candidate. The formal offer of employment includes a sample job offer email along with a formal job offer attachment that covers the most important terms of employment. The formal job offer template can be found here. Move faster on a platform that automates the admin. From requisition to offer letter, Workable automates process and manual tasks. Hire at scale 3. Informal job offer template This job offer letter example enables your candidate to acknowledge your offer via email, and is just as official, but not as comprehensive as our formal offer letter format. An email offer letter tends to be less formal and covers the most basic aspects of the job offer before sending a full offer letter. An offer letter email can include salary, an outline of benefits, and immediate next steps. Feel free to use this template when authoring a job offer email for any position. The informal job offer letter can be found here. 4. Part-time to Full-time job offer template Have you decided to change a part-time employee to full-time? Use this job offer template and modify it to suit your needs. Before you send a job offer, make sure to ask employees if they'd like to take on a full-time position. Then, send them a job offer email or letter detailing the new position. The part-time to full-time offer letter template can be found here. 5. Internal job offer template Sometimes it is common for companies to offer a new job opening to a current employee. Although this is an existing employee, the company still has to send an internal job offer to them in order to make this internal promotion official. This email should follow a discussion and verbal agreement between the employee and their current manager to ensure the promotion aligns with the employee's career goals. The sample job offer letter template for internal promotion can be found here. 6. Sales job offer template Hiring salespeople? What better than sending a sales-customized job offer. This offer letter template for sales candidates contains placeholders where you can fill in your company's data and you can also tweak the tone and modify employment terms. The sales job offer template can be found here. 7. Developers job offer template If you hiring a developer, use this template that includes tips on how to optimize your developer job offer letters, a sample job offer email and a sample formal job offer letter for developers. You can also customize employment terms or include a personalized message to your potential hire. The developers job offer template can be found here. 8. The Workable job offer template This is our very own job offer template. We use it for every formal job offer we send to selected candidates (aka Workablers!) The Workable job offer letter email can be found here. Tips for making a job offer to a candidate seems simple at first glance: you create the offer letter, ask management to approve and send it to candidates. However, each of these steps requires time, effort and a good deal of coordination and care. A few tips that will help you optimize your job offer process are: For more details, read our complete guide with tips for making a job offer. Further reading: How to write a standout job offer email How you can measure and improve your job offer acceptance rate What is offer acceptance rate? Definition: An offer acceptance rate shows the percentage of candidates who accepted a formal job offer. The job offer acceptance is a useful recruitment metric. A low rate (i.e. 90%) can indicate that there's a good match between your company's requirements and selected candidates' expectations. Generally, a high offer to acceptance ratio is a combined result of good communication, reasonable and competitive offers, and good candidate experience. So, it is important to send a very good job offer, but also receive an acceptance letter. Learn more about the acceptance rate and how to improve it in our comprehensive article. Feel free to use a free job offer letter template from our list above, modifying it as you want to make it fit your needs and requirements. More: 12 time-saving email templates for recruiters Simplify your offer letter approval process with Workable Guide to a successful offer letter process Finding the perfect hire isn't easy. Most of the time you have to review a lot of resumes and see many candidates before you make a decision. And after all this effort, it's time to send your job offer letter – and you realize this is equally important to any other hiring stage since you have to make your job offer stand out to bring the best candidate on board. What is a Job Offer? When a hiring team finds the right candidate, it usually contacts them in order to announce its decision and make a job offer. When the job offer is verbal, the hiring manager calls the selected candidate and lets them know they are offering them the position. Depending on the company's policy and hiring process, the candidate will also receive the offer via email or in writing. A job offer to a candidate, whether it is made via phone or email, must be followed by a formal job offer letter where the details of the offer of employment are confirmed. Learn what an ATS is, what features to look for, and how it can help you so you can make the right decision in getting this important hiring software. Download your guide now What is included in a job offer? A job offer letter from employer to employee should include: Job title Job description Starting date Work schedule Reporting structure Salary (Compensation Bonus or Commission) Paid time off Employee benefits Privacy policies Termination conditions Depending on each situation, there are different job offer letters a company or a hiring manager can use. To help you send a job offer letter that will suit your needs, we collected eight sample job offer letter templates. 8 job offer letter examples for any case: 1. General job offer template If you want a simple job offer letter sample, then this template is for you. This is a job offer email template you can use when you have found your perfect candidate and want to officially offer them a position. Feel free to customize it in order to include as many details as you think your candidate will want to know before making up their mind. The general job offer template can be found here. 2. Formal job offer template This formal job offer letter sample can be used when a company is offering a full-time position to the best candidate. The formal offer of employment includes a sample job offer email along with a formal job offer attachment that covers the most important terms of employment. The formal job offer template can be found here. Move faster on a platform that automates the admin. From requisition to offer letter, Workable automates process and manual tasks. Hire at scale 3. Informal job offer template This job offer letter example enables your candidate to acknowledge your offer via email, and is just as official, but not as comprehensive as our formal offer letter format. An email offer letter tends to be less formal and covers the most basic aspects of the job offer before sending a full offer letter. An offer letter email can include salary, an outline of benefits, and immediate next steps. Feel free to use this template when authoring a job offer email for any position. The informal job offer letter can be found here. 4. Part-time to Full-time job offer template Have you decided to change a part-time employee to full-time? Use this job offer template and modify it to suit your needs. Before you send a job offer, make sure to ask employees if they'd like to take on a full-time position. Then, send them a job offer email or letter detailing the new position. The part-time to full-time offer letter template can be found here. 5. Internal job offer template Sometimes it is common for companies to offer a new job opening to a current employee. 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You can also customize employment terms or include a personalized message to your potential hire. The developers job offer template can be found here. 8. The Workable job offer template This is our very own job offer template. We use it for every formal job offer we send to selected candidates (aka Workablers!) The Workable job offer letter email can be found here. Tips for making a job offer to a candidate seems simple at first glance: you create the offer letter, ask management to approve and send it to candidates. However, each of these steps requires time, effort and a good deal of coordination and care. A few tips that will help you optimize your job offer process are: For more details, read our complete guide with tips for making a job offer. Further reading: How to write a standout job offer email How you can measure and improve your job offer acceptance rate What is offer acceptance rate? Definition: An offer acceptance rate shows the percentage of candidates who accepted a formal job offer. The job offer acceptance is a useful recruitment metric. A low rate (i.e. 90%) can indicate that there's a good match between your company's requirements and selected candidates' expectations. Generally, a high offer to acceptance ratio is a combined result of good communication, reasonable and competitive offers, and good candidate experience. So, it is important to send a very good job offer, but also receive an acceptance letter. Learn more about the acceptance rate and how to improve it in our comprehensive article. Feel free to use a free job offer letter template from our list above, modifying it as you want to make it fit your needs and requirements. More: 12 time-saving email templates for recruiters Simplify your offer letter approval process with Workable Guide to a successful offer letter process A well-crafted Offer Letter is crucial in your professional life, as it sets the tone for a positive working relationship and ensures clear communication of expectations. Offer Letter templates, like those found on Piktochart, can simplify the process and help you create a professional and impactful Offer Letter. Before diving into creating your own Offer Letters, it's essential to explore the 19 best examples of Offer Letters for inspiration on the most effective ways to communicate your offer. This will provide you with valuable insights and ideas to craft a compelling and informative Offer Letter. What is a Offer Letter? An Offer Letter is a formal document that outlines the terms of employment, including job responsibilities, salary, benefits, and other relevant details. It serves as a crucial communication tool between an employer and a prospective employee, ensuring both parties are on the same page regarding expectations. Offer Letters are particularly useful in situations where a candidate has been selected for a job, such as a government position, and needs to negotiate job terms like salary. See How To Write a Government Resume for more information on government job offers. 19 Offer Letter Examples Here are the top 19 Offer Letter examples: 1. Employee Offer Letter The Employee Offer Letter example presents a concise and professional layout that effectively communicates the essential details of the job offer. The design is visually appealing and easy to read, ensuring that the prospective employee can quickly grasp the terms of employment. 2. Offer Letter The Offer Letter example demonstrates a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. 3. Employment Letter The Employment Letter example features a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. 4. Employment Offer Letter The Employment Offer Letter example showcases a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. 5. Job Offer Letter The Job Offer Letter example showcases a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. 6. Internship Job Offer Letter The Internship Job Offer Letter example showcases a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective intern can quickly grasp the terms of the opportunity. 7. Letter of Employment The Letter of Employment example showcases a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. 8. Professional Job Offer Letter in Minimal Beige Cream Style The Professional Job Offer Letter in Minimal Beige Cream Style example showcases a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. 9. Clean Lines Blue & White Doctor Cover Letter The Clean Lines Blue & White Doctor Cover Letter example showcases a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. 10. Modern Digital Marketing Cover Letter in Black & White The Modern Digital Marketing Cover Letter in Black & White example showcases a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. 11. Simple Blue & Black Corporate Application Letter The Simple Blue & Black Corporate Application Letter example showcases a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. 12. Professional Yellow & White Gradient Letter of Recommendation The Professional Yellow & White Gradient Letter of Recommendation example showcases a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. 13. Professional Midnight Blue & White Job Offer Letter The Professional Midnight Blue & White Job Offer Letter example showcases a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. 14. Modern Blue Professional Cover Letter The Modern Blue Professional Cover Letter example showcases a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. 15. Modern Standard Job Offer Letter Professional Document The Modern Standard Job Offer Letter Professional Document example showcases a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. 16. Professional Job Offer Letter in Minimal Style The Professional Job Offer Letter in Minimal Style example showcases a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. 17. Elegant Blue & Gold Job Application Cover Letter The Elegant Blue & Gold Job Application Cover Letter example showcases a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. 18. Job Offer Letter in Formal Style The Job Offer Letter in Formal Style example showcases a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. 19. Professional Job Offer Letter in Bright Blue & White Gradient Style The Professional Job Offer Letter in Bright Blue & White Gradient Style example showcases a clean and modern design that is both visually appealing and easy to read. The layout effectively communicates the essential details of the job offer, ensuring that the prospective employee can quickly grasp the terms of employment. How to Create a Good Offer Letter: Research the company and job: Before writing your Offer Letter, research the company and the specific job you're offering. This will help you tailor your Offer Letter to the company's needs and demonstrate your genuine interest in hiring the candidate for the position. Customize your Offer Letter: Address your Offer Letter to a specific person, if possible, and tailor it to each candidate. Focus on the future and what the candidate can bring to the company, rather than just listing the job requirements. Start with a strong opening: Begin your Offer Letter with a strong and attention-grabbing statement that highlights the candidate's personal value and how they can contribute to the company's success. Show enthusiasm and passion: Convey your genuine interest in hiring the candidate throughout your Offer Letter. Emphasize your passion for the job and how the candidate's values align with the company's mission and culture. Keep it concise and get feedback: Keep your Offer Letter short and to the point. After writing, ask for feedback from others to improve your Offer Letter and ensure it's polished and professional. What to Avoid When Creating a Offer Letter: Avoid humor: Trying to be funny in an Offer Letter can often fall flat or sound self-regarding. For example, avoid using jokes or puns that may not resonate with the candidate. Instead, maintain a professional tone throughout the letter. Don't send a generic Offer Letter: Each Offer Letter should be customized for the specific candidate and job. Sending a generic Offer Letter shows a lack of effort and interest in the candidate, which may lead to a negative impression of the company. Refrain from excessive flattery: Going overboard with flattery can come across as insincere or desperate, undermining your credibility. Instead, strike a balance between expressing enthusiasm for the candidate and avoiding desperation by focusing on their qualifications and potential contributions to the company. Keep it concise: A lengthy Offer Letter can be overwhelming and may not be read in its entirety. Aim to keep your Offer Letter concise and to the point, focusing on the most relevant information, such as job responsibilities, salary, and benefits. Avoid making promises you can't keep: Be careful not to make promises in the Offer Letter that you cannot fulfill, such as guaranteed promotions or unrealistic salary increases. This can lead to disappointment and potential legal issues down the line. Instead, be transparent and realistic about the terms of employment. Create with Piktochart! If you need help generating an Offer Letter, look no further than Piktochart. Piktochart is an online platform trusted by millions, designed to help you create infographics, presentations, posters, and other visual content with ease. Their user-friendly interface and AI-powered infographic maker ensure that you can turn complex data into clear and professional visuals. To start creating your own Offer Letter with Piktochart, simply sign up and begin exploring their intuitive tools.