



## Sample Hiring Letter

Date

Ms./Mr. Associate  
123 Main Street  
Happytown, PA 17600

Dear (Name of Associate):

On behalf of (Name of Organization), I am pleased to present you with this hiring offer to join us with a starting date of (insert date). This is an exciting and challenging time for our company and adding you to our team will only increase that excitement!

As discussed, we are offering you a base salary of (\$ \_\_\_\_\_) annually, for your role as (insert description of role). Additionally, you are eligible for (Bonus/incentive description). We are paid on a (weekly or bi-weekly) basis at (Name of Organization). Your Role, Responsibility and Expectations will be reviewed with you on your first day and we will discuss your satisfaction and productivity on a formal basis at monthly intervals. (insert name) will be your direct manager/team leader for the near term.

With respect to benefits, health insurance is available to you through our company plan as well as a 401K plan, and other Agency benefits as listed in our employee handbook. As promised, you are granted (\_\_\_\_) weeks of vacation in addition to our (\_\_\_\_) paid company holidays and (\_\_\_\_) paid personal days at your starting date for (insert year).

(Associate), we hope and expect that you will pursue and experience tremendous personal growth and fulfillment at (Name of Organization). We welcome you to our team of Associates and would appreciate a phone call or written response to confirm your acceptance of this offer. Welcome to (Name of Organization)!

With best regards,

Insert Name  
Insert Title