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Appointment letter format with salary details

Position details (title, working schedule) Compensation Bonus or commission Employee benefits Privacy policies Termination conditions You can customize this sample offer letter format and add, modify or remove specific terms and benefits. Note that the following job offer template contains placeholders that you can easily fill with your company's data. It's best to contact your candidate via phone or email to announce you're extending a job offer before sending this formal document. If you're sending the offer letter via email, make sure to: Use an email subject line that clearly states this is a job offer (e.g. "Job offer from [Company name]" or "Job offer for the position of [Job title] at [Company name]") Keep the email body text brief and mention that the candidate can find the detailed job offer letter attached. Set a specific timeframe for when you would like to get your candidate's final response. You can also personalize the email body text and tweak the tone to match your company culture. But, keep the language in your employment offer letter formal and clear, as it's an official document that describes the employment terms between you and your future hire. Keep in mind that this template is not a legal document and may not take into account all relevant local or national laws. Please ask your attorney to review your finalized job offer letter. Start a free trial with Workable to effectively manage your applicants, interviews and job offers. Job offer email template Email subject line: [Company name] job offer / Job offer from [Company name] Dear [Candidate name], We're delighted to extend this offer of employment for the position of [Job title] with [Company name]. Please review this summary of terms and conditions for your anticipated employment with us. If you accept this offer, your start date will be [Start Date] or another mutually agreed upon date, and you would report to [Manager name]. Please find attached the terms and conditions of your employment, should you accept this offer letter. We would like to have your response by [date]. In the meantime, please feel free to contact me or [Manager name] via email or phone at [provide contact details], if you have any questions. We are all looking forward to having you on our team. Best regards, [Your name] [Signature] Job offer letter template - attachment Job offer format: Table of contents I. Position II. Cash compensation III. Bonus (or commission) potential IV. Employee benefits V. Privacy and confidentiality agreements VI. Termination conditions VII. Interpretation, amendment and enforcement I. Position Job title Your title will be [Job title], and you will report to the Company's [Manager's job title]. Working schedule This is a [full-time/part-time] position requiring approximately [e.g. 40] hours per week. Your regular weekly schedule will be [e.g. Monday to Friday 09:00-17:00]. Employment Relationship Employment with the Company is for no specific period of time. Your employment with the Company will be "at will," meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you.) II. Cash Compensation Salary The Company will pay you a starting salary at the rate of \$(gross annual salary) per year, payable in accordance with the Company's standard payroll schedule, beginning [start day] and you will receive your first paycheck on [date]. This salary will be subject to adjustment pursuant to the Company's employee compensation policies. Tax withholding All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law. Tax advice You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation. III. Bonus (or commission) potential In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of the Company. The bonus (if any) will be awarded based on objective or subjective criteria established by the Company's Chief Executive Officer and approved by the Company's Board of Directors. Your target bonus will be equal to [percent]% of your annual base salary. Any bonus for the fiscal year in which your employment begins will be prorated, based on the number of days you are employed by the Company during that fiscal year. Any bonus for a fiscal year will be paid within [number] months after the close of that fiscal year, but only if you are still employed by the Company at the time of payment. The determinations of the Company's Board of Directors with respect to your bonus will be final and binding. IV. Employee benefits As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. The Company offers a comprehensive employee benefits program, including: Vacation policy You will be eligible for [number] days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that the company does not operate. Private health and dental insurance plan As all Company employees, you will be eligible for the private health and dental insurance plan we provide. Specific terms and conditions may change upon vendor's decision. Stock Options Subject to the approval of the Company's Board of Directors or its Compensation Committee, and following the adoption by the Company of an equity incentive plan, you will be granted an option to purchase [number] shares of the Common Stock of the Company or of its parent (the "Option.") The exercise price per share of the Option will be determined by the Board of Directors or the Compensation Committee when the Option is granted. The Option will be subject to the terms and conditions applicable to options granted under the Company's Stock Plan (as adopted, the "Plan"), as described in the Plan and the applicable Stock Option Agreement. You will vest in 25% of the Option shares after 12 months of continuous service, and the balance will vest in equal monthly installments over the next 36 months of continuous service, as described in the applicable Stock Option Agreement. V. Privacy and Confidentiality Agreements Privacy Agreement You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation. Conflict of Interest policy While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company. Proprietary Information and Inventions Agreement Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement. VI. Termination Conditions The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law. VII. Interpretation, Amendment and Enforcement This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company. You may indicate your agreement with these terms and accept this offer by signing and dating this agreement by [date the offer expires]. Upon your acceptance of this employment offer, [Company name] will provide you with the necessary paperwork and instructions. Sincerely, [Sender name] Signatures: _____ Company Representative (Sign) _____ Company Representative (Print) _____ Date 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. 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. Learn more 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're 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 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

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