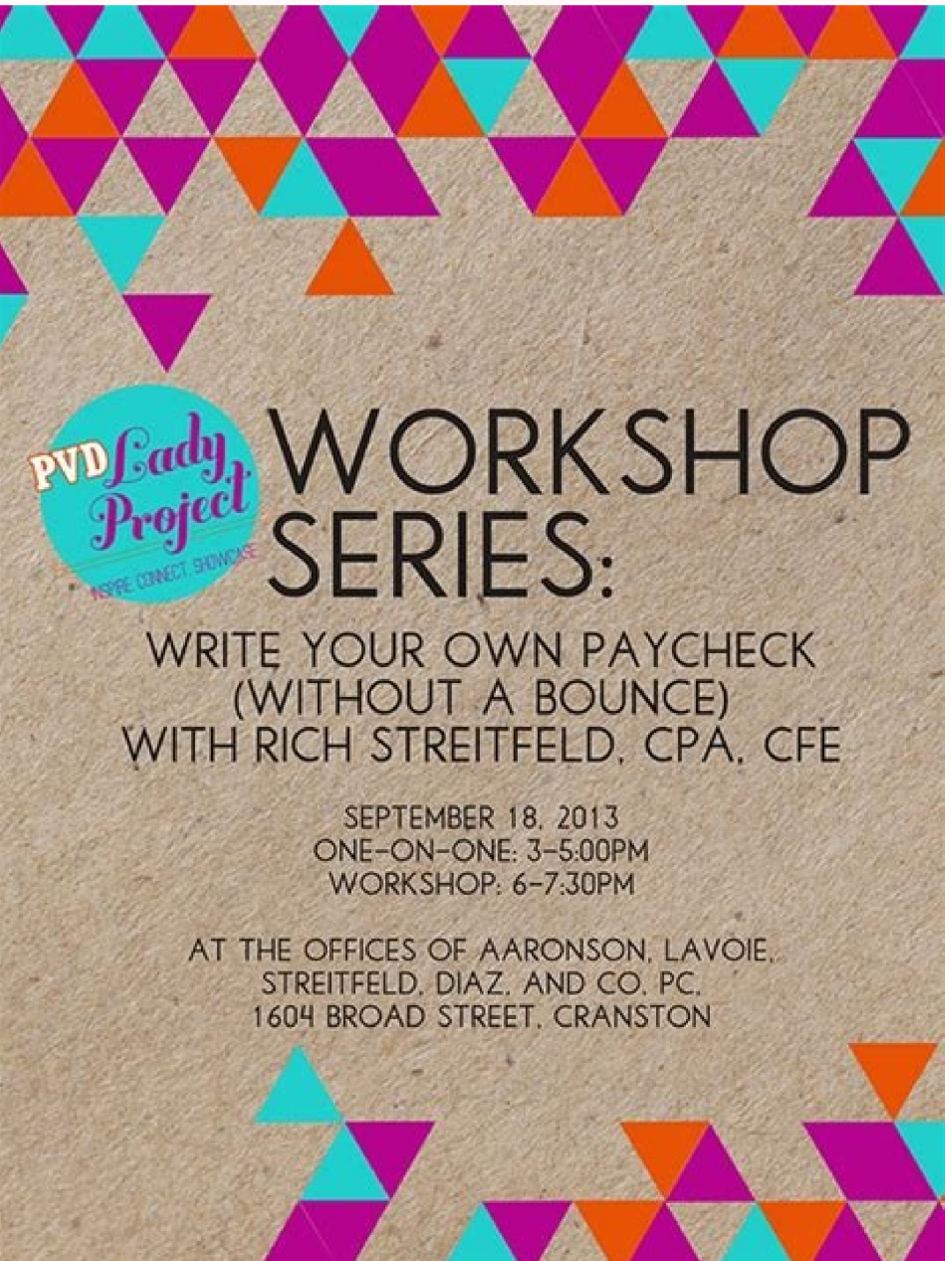


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# WORKSHOP SERIES:

WRITE YOUR OWN PAYCHECK  
(WITHOUT A BOUNCE)  
WITH RICH STREITFELD, CPA, CFE

SEPTEMBER 18, 2013  
ONE-ON-ONE: 3-5:00PM  
WORKSHOP: 6-7:30PM

AT THE OFFICES OF AARONSON, LAVOIE,  
STREITFELD, DIAZ, AND CO. PC,  
1604 BROAD STREET, CRANSTON

Date

Name

Address

City, Province

Postal Code

RE: LETTER OF OFFER OF EMPLOYMENT – *Position title*

Dear *Mr./Ms. Last name*,

Following our recent discussions, we are delighted to offer you the position of *Position Title* with *Our Organization*. *Our Organization* is *describe key highlights about your organization*. If you join *Our Organization*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *Our Organization* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *Our Organization*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: *Position title*

Job description: *See attached*

Start date: *Start date*

Salary: *Amount per year*



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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. 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 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 When the hiring team finds the best possible candidate for their open role, they must contact the prospective hire to offer employment. Job offers are often formal letters of introduction that provide candidates an overview and key details about the position. What does a good offer letter consist of? A good offer letter must include important notices, such as: job title, starting date, work schedule, reporting location, supervisor, salary, benefits, termination conditions, and privacy policies. An offer letter may also include a description of duties, the end date (if temporary or contractual), and other important aspects. Who writes an offer letter? The HR department and the hiring manager make the final decision about which candidate will be chosen for hiring, then write and sign the offer letter. It is highly likely that if your employee is living in an apartment, the Landlord may ask them for a letter of employment sample. It is important to know that most Landlords will not just take the word of your employee on what they do and how much they earn monthly because they have dealt with a number of tenants, who ended up giving false information about their work profile. You can also see Reference Letter Templates. 2562+ FREE LETTER Templates - Download Now Adobe PDF, Microsoft Word (DOC), Google Docs, Apple (MAC) Pages, Microsoft Excel (XLS), Google Sheets (SPREADSHEETS) Employment letters are always something which is sought for, by prospective candidates. These letters often begin with a Congratulation note to the new recruit notifying the date of joining, the location of joining, and the designation as well the annual cost to company, and other related information which is important for the joining formality. Interview rejection letters are often used to convey an unpleasant incident to applicants wherein the employer due to certain unavoidable circumstances, has to cancel the scheduled interview with the candidate. Such letters should clearly mention the reason of such cancellation along with an assurance of consideration as soon as the routine processes resumes. Employment job applications are mostly drafted to apply for an open position in an organization. Such letter should clearly mention the place from where the candidate knew of the job opening, the qualifications and relevant experience of the candidate along with the contact points using which the employer could contact the applicant. Employment joining letter should be printed in the company's letter head and should contain the role for which the candidate was selected, the compensation as well as the effective date of joining and the location to report to. These letters should be duly signed by senior management or the human resource department to ensure authenticity and reliability of the same. Employment letter of enquiry should be formatted and drafted in such a manner so as to enquire about the relevance of candidature of the applicant based on the job profile at hand and the qualifications and experience of the applicant. Such letters should emphasize on the experience gained by the person in related domains. Employment recommendation letters, though are not mandatory for the recruitment process, do add a lot of value to the candidature of an applicant. Recommendation letters should cover two major facts - the relation of the referrer to the applicant and the projects or any other research work which they have done together wherein the applicant excelled. Research on employment and salary matters reveal that most tenant actually give false information when asked to profile themselves as workers from a given company or institution. Some employees will lie about the company they work for, exaggerate their compensations and embellish their title, hoping that doing so will increase their chances of securing an apartment with the tenant in question. But because Landlords are not smarter, they are cracking down on this kind of falsehood by asking employees (tenant) to verify their employment information, hence the need for an employment letter for the employee in your company. Employment Letter Template Description: Start the letter templates by writing the current date and then clearly note down your contact information. The contact details should include your name and address as an employer of the company. Start with greetings and then create a subject line for the letter of employment. Start the description of the letter with the employee's name, the name of the company and the date the employee was hired. Talk about their compensation information and clearly state that you will be available for answering any question should there be a need. Close the letter by including your name and sign.

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