

CANDIDATE OFFER LETTER

Position of Candidate	
Family Name / Address	
Salary / Hourly Pay	
Benefits Offered Ex: Sick Days, Vacation, Medical, Dental, 401k	
Days / Hours Needed	
Holidays Paid Off	
Gas Provided	
Travel Needed / Overnights	
Job Duties	
Tax Withholding and Reporting	
Photo / Cell Phone Policy	
Termination Policy	
Raises and Reviews	

Employer:

Date:

Employee:

Date:
