

What to Include in a Job Offer Letter

It is important to create job offer letters that contain all the information a candidate needs to make such an important decision. Following a checklist can help minimize errors and save time so that the new hire can proceed to onboarding as quickly as possible.



- Job title and start date**
- Name of direct supervisor and department**
- Schedule**
Include the days and hours that are expected to be worked.
- Work location**
Include whether the position is hybrid, remote, or if there are travel requirements
- Position status**
Specify whether the position is full-time, part-time, exempt, non-exempt, etc.
- Base salary or hourly wage and payment schedule**
- Benefits**
List the benefits your company offers, such as paid leave, 401(k), and health insurance.
- Pre-employment assessments**
This includes background checks, drug testing, or physical examinations.
- Contact information**
Provide contact information for the candidate to reach HR professionals, in case they have questions or concerns.
- A space for candidate to sign offer letter**



Need more help? Reach out to the Human Resources team at Helpline for assistance with writing a job offer letter.