

Quick Guide: What Needs to Go in an Offer Letter

Writing an offer letter doesn't have to be complicated. But it does need to be clear.





Think of it as a friendly confirmation of the job details. It's not a contract, and it's definitely not the place to make big promises. Your job is to lay out the key facts so everyone's on the same page from day one.

Here's what to include:

- The job title: What role are they being hired for?
- Start date: When will they begin?
- Pay: Hourly rate or salary, plus how often they'll be paid.
- Work location & schedule: Are they remote, hybrid, or on-site? Full-time or part-time?
- Who they report to: One line is fine: "You will report to [Manager Name]."
- At-will employment language: This just means either the employee or the employer can end the relationship at any time. It's important to include.
- Any contingencies: Like background checks, proof of work eligibility (I-9), or anything else the offer depends on.
- Deadline to accept the offer: Usually 2–5 business days.

That's it. Keep it short, friendly, and to the point. No need for fluff like “we're like a family” or vague promises like “you'll grow with us for years to come.” Be warm, but be clear.



For example:

A small startup once offered someone a “secure long-term opportunity with room to grow,” then had to lay them off six months later. The employee pushed back, pointing to that language in their offer letter. It wasn't enforceable, but it still caused friction. Since then, they stick to facts—and it's made offboarding cleaner too.

So now what?

You've drafted and sent the offer letter...great. Now do your future self a favor: Save it as a template,
Slap it on the company letterhead,
Save it in a folder for next time.
One solid template now means faster, smoother hiring later.