

[Add company letterhead here]

Dear [Candidate Full Name],

We are excited to extend you an offer in the role of [freelancer or position title] at [company name], with an anticipated start date of [desired start date].

The salary for this position is [dollar amount] per [hour, year or project]. Payment is on a [weekly, biweekly, monthly, etc.] basis, starting on [date of first pay period], and is issued via [check, direct deposit, etc.]

The expectations of this position are [description of role and responsibilities]. You will be reporting to [supervisor name and title], who can be reached at [supervisor phone number or email address].

Note that we will also require a completed [1099, W2, etc.] before you begin working.

Please confirm your acceptance of the [role title] position, as well as all of the above terms and conditions, by signing this letter and returning it to [contact name] by [date].

Sincerely,

[Your Name and Title]