**People Operations Associate Job Offer Letter Template**

MM/DD/YYYY

Company Logo

Candidate First and Last Name
Candidate Address
City, State, Zip

Dear [Candidate Name],

We are pleased to offer you the full-time position of People Operations Associate at [company name] with a start date of July 1st, 2019, contingent upon a background check. [manager/supervisor name] at [workplace location] will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will provide timely, reliable, and responsive support that generates a high level of employee satisfaction and inspires confidence through effective communication, expert knowledge, and efficient escalation to resolve issues. You will also lead the on-boarding of new employees and conduct new employee orientation.

The starting annual salary for this position is $60,000 to be paid on a semi-monthly basis by direct deposit starting on July  15th, 2019.

[Your employment](https://www.indeed.com/hire/c/info/job-offer-letter-f) with [company name] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. (Source: Indeed)

As an employee of [company name], you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to three weeks vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

By signing and returning this letter you will confirm your acceptance of  the offer. Please respond no later than July 1st, 2019.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,
[Your Signature]

[Your Printed Name]
[Your Job Title]
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_