**Product Designer (UX) 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 Product Designer (UX) at [company name] with a start date of July 1st, 2019, contingent upon a background check and completion of the I9 tax form. [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 create the UX and service design for our digital products, from scratch to go-live and beyond, you will be a driving force behind our user-centric, hypothesis-driven product development, you bring your extensive in UX design methodology and your creative ideas

 The starting annual salary for this position is $80,000 to be paid on a monthly basis by direct deposit starting on August 1st, 2019.

Your employment 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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_