To use this template, find the label on the left that you want to include in your offer letter and copy/paste its associated field into the letter. **Important note:** In order for the feature to work properly, you must copy/paste the fields as opposed to retyping them. When copying the field, be sure to include all the text, including both sets of brackets.

|  |  |
| --- | --- |
| Label | Copy this field into your letter… |
| Candidate Address | «candidate\_address» |
| Candidate Email Address | «candidate\_email» |
| Candidate First Name | «candidate\_first\_name» |
| Candidate Full Name | «candidate\_full\_name» |
| Candidate Last Name | «candidate\_last\_name» |
| Commission | «commission\_bonus» |
| Company Name | «company\_name» |
| Contract End Date | «contract\_end\_date» |
| Contract Length | «contract\_length» |
| Discretionary Bonus | «discretionary\_bonus» |
| Exempt Status | «exempt\_status» |
| Guaranteed Bonus | «guaranteed\_bonus» |
| Offer Expiration Date | «offer\_expiration\_date» |
| Offer Valid Date | «offer\_valid\_date» |
| Office Location | «office\_location» |
| Paid Time Off | «paid\_time\_off» |
| Position Description | «position\_description» |
| Position Title | «position\_title» |
| Probation Period | «probation\_period» |
| Relocation Allowance | «relocation\_allowance» |
| Salary – Hourly | «salary\_hourly» |
| Salary – Payment Frequency | «salary\_payment\_frequency» |
| Salary – Yearly | «salary\_yearly» |
| Sick Days | «sick\_days» |
| Signing Bonus | «signing\_bonus» |
| Start Date | «start\_date» |
| Stock Options | «stock\_options» |
| Supervisor Name | «supervisor\_name» |
| Supervisor Title | «supervisor\_title» |
| Type of Position | «type\_of\_position» |
| Work Hours | «work\_hours» |