

Offer Letter Resource

Creating a strong offer letter sets the tone for the onboarding process and success of your new hire. Interior Talent handles the offer process unless you would prefer to manage this on your own but we are here for you to put your best foot forward.

Preparing to Make an Offer

Being prepared with the best way to craft an offer that is both appealing to the candidate and sustainable for the firm, will help you to mitigate the risk of further negotiations, offer denials, or acceptance of counter offers. Here are some of the checkpoints to consider during the process:

- Gather all employee benefit information from Human Resources – healthcare, vision/dental insurance, PTO, 401k, etc.
- Obtain approvals for final salaries if there are any other executives involved in the decision.
- Review timelines for employees that would have a hand in the training process.

Drafting the Offer

The offer should be consistent with terms discussed during the interview process. Each offer letter should include the following key information:

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|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Title | <input type="checkbox"/> Responsibilities |
| <input type="checkbox"/> Start Date | <input type="checkbox"/> Bonus & Commissions |
| <input type="checkbox"/> Name and Position of Supervisor | <input type="checkbox"/> Benefits – ex. Medical, PTO, 401k |
| <input type="checkbox"/> Base Salary | <input type="checkbox"/> Policies & Procedures Handbook |
| <input type="checkbox"/> Duties | <input type="checkbox"/> Exempt/Nonexempt Classification |
| <input type="checkbox"/> Acceptance Deadline – this date should be within 48 hours of presenting the offer | |

Terms like at-will employment, confidentiality agreements, equity, etc. might vary depending on state or company policy and should be included if necessary. Should you decide to have Interior Talent guide you in the creation of an offer letter, final approval will be obtained by your firm prior to presentation.

If you would like to draft the offer letter, [click here for a template Interior Talent recommends.](#)

Presenting the Offer

Making a career move is a monumental change for most people, and being able to present that offer should be exciting for an employer as well. Key tips to keep in mind:

- Call candidate to present the offer and express excitement for them joining the team
- Immediately send an email with the written offer letter
- Include a personal touch in the email – a genuine note is priceless
- Make yourself available to answer any follow up questions or terms that need clarification
- Include previously collected HR documents that explain benefits with the offer letter

- Retention Starts Here -

