

[Your Company's Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Company Name]. Your skills and experiences will be an excellent addition to our team.

****Position Details:****

- ****Job Title:**** [Job Title]

- ****Department:**** [Department Name]

- ****Reports to:**** [Supervisor's Name]

- ****Start Date:**** [Proposed Start Date]

- ****Salary:**** [Salary Amount] per [hour/year]

- ****Benefits:**** [Brief description of benefits]

Please sign and return this letter by [Response Deadline] to confirm your acceptance of this offer. We look forward to welcoming you to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

[Signature Line for Candidate]

I, [Candidate's Name], accept the terms of this employment offer.

[Signature]

[Date]