

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you employment with [Company Name] in the position of [Job Title]. Your start date will be [Start Date].

Your salary will be [Salary Amount], paid [Payment Frequency]. Please report to [Location] at [Start Time].

This offer is contingent upon [Any Contingencies, if applicable].

We look forward to having you on our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]