

[Your Company's Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We were impressed with your skills and experience and believe you will be a valuable addition to our team.

Position: [Job Title]

Start Date: [Start Date]

Salary: [Salary] per [hour/year, etc.]

Reporting To: [Supervisor's Name and Title]

Your working hours will be [Hours per week or schedule], and [mention any work-from-home options or flexibility if applicable]. You will be eligible for [list any benefits such as health insurance, retirement plans, vacation days, etc.].

Please review and sign the acceptance below by [Acceptance Deadline] to confirm your acceptance of this offer. We look forward to having you on board!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

I, [Candidate's Name], accept the position of [Job Title] at [Company Name] as outlined in this letter.

Signature: _____

Date: _____