

[Your Company 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]. After careful consideration, we believe that your skills and experience will be a valuable addition to our team.

Your start date will be [Start Date]. You will report directly to [Supervisor's Name], [Supervisor's Title]. This position is [full-time/part-time], and your normal working hours will be [Working Hours]. The starting salary for this position is [Salary Amount] per [hour/year], and you will be eligible for our benefits package, which includes [list of benefits, e.g., health insurance, retirement plans, etc.].

Please confirm your acceptance of this offer by [Date] by signing and returning this letter. We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

[Enclosure: Job Offer Acceptance Form]