

[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 believe your skills and experience will be a valuable addition to our team.

**\*\*Job Title:\*\*** [Job Title]

**\*\*Department:\*\*** [Department Name]

**\*\*Start Date:\*\*** [Start Date]

**\*\*Salary:\*\*** [Salary Amount] per [hour, month, year]

**\*\*Reporting to:\*\*** [Supervisor's Name and Title]

**\*\*Duties and Responsibilities:\*\***

- [List primary responsibilities and duties]

- [Additional responsibilities if necessary]

**\*\*Employment Benefits:\*\***

- [Detail benefits such as health insurance, retirement plans, etc.]

- [PTO, holidays]

This offer is contingent upon [background check, reference check, etc.].

Please sign and return a copy of this letter by [Response Deadline] to confirm your acceptance.

We are excited about the possibility of you joining our team and look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

**\*\*Acceptance of Offer:\*\***

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

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[Candidate's Signature]

[Date]