

[Your Company 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]. This offer is contingent upon the successful completion of [any contingencies, e.g., background check, references, etc.]. Below are the details of your employment:

****Position:**** [Job Title]

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

****Reporting To:**** [Supervisor's Name]

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

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

****Work Schedule:**** [Work Hours and Days]

****Benefits:****

- [List of Benefits (e.g., health insurance, retirement plans, paid time off, etc.)]

Please sign and return a copy of this letter by [Acceptance Deadline] to confirm your acceptance of this offer. We are excited about the possibility of you joining our team.

If you have any questions or need further information, please do not hesitate to contact me at [HR Contact Information].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Enclosure: Offer Acceptance Form]

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

I, [Candidate's Name], accept the offer of employment for the position of [Job Title] at [Company Name] under the terms outlined above.

Signature: _____

Date: _____