

[Your Name]
[Your Job Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company]
[Recipient's Company Address]
[Recipient's City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that we are extending an employment offer to you for the position of [Job Title] at HJJ. Your skills and experience are a perfect match for our team.

Details of your offer are as follows:

- ****Position:**** [Job Title]
- ****Start Date:**** [Start Date]
- ****Salary:**** [Salary]
- ****Benefits:**** [List of Benefits]

Please review the enclosed documents outlining the terms of employment and return a signed copy by [Date].

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

Best regards,

[Your Name]
[Your Job Title]

HJJ