

**\*\*[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]. We believe that your skills and experiences will be a valuable addition to our team. Below are the details of your employment offer:

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

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

**\*\*Reports To\*\*:** [Supervisor's Name]

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

**\*\*Compensation\*\*:**

- **\*\*Base Salary\*\*:** \$[Amount] per [Year/Hour], paid [bi-weekly/monthly].

- **\*\*Bonus\*\*:** [Bonus Structure, if applicable]

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

- **\*\*Health Insurance\*\*:** [Brief description of health benefits]

- **\*\*Retirement Plan\*\*:** [401(k) or pension plan details]

- **\*\*Vacation\*\*:** [Number of vacation days] per year

- **\*\*Other Benefits\*\*:** [Any additional perks, e.g., remote work, gym memberships]

**\*\*At-will Employment\*\*:**

Please note that your employment with [Company Name] is at-will, which means either you or the company may terminate the employment relationship at any time, with or without cause or advance notice.

**\*\*Acceptance\*\*:**

To accept this offer, please sign and return this letter by [Offer Expiration Date]. We look forward to having you join our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

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

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

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[Candidate's Signature]

[Date]