

[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]. Below are the details of your employment offer:

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

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

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

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

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

****Employment Type:**** [Full-time/Part-time/Contract]

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

****Benefits:****

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

Please review this offer and confirm your acceptance by signing below and returning a copy by [Deadline for Acceptance].

Welcome to [Company Name]. We look forward to having you on our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

****Acceptance of Offer****

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

[Candidate's Signature]

[Date]