

[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 HR Executive at [Your Company Name]. We believe your skills and experiences will contribute significantly to our team.

****Position:**** HR Executive

****Department:**** Human Resources

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

****Reporting To:**** [Manager's Name, Title]

****Compensation:****

- ****Base Salary:**** \$[Annual Salary] per year, payable in bi-weekly installments.

- ****Bonus:**** You will be eligible for an annual performance bonus of up to [Percentage]% based on individual and company performance.

****Benefits:****

- Health, Dental, and Vision Insurance

- [Number] days of Paid Time Off (PTO) annually

- [Number] paid holidays per year

- [401(k) plan with company match/other retirement benefits]

- [Any additional benefits specific to the company]

****Work Schedule:****

You will typically work [Number] hours per week, from [Start Time] to [End Time], [Days of the Week].

****Employment Type:**** Full-Time, Exempt

****Conditions of Employment:****

This offer is contingent upon the successful completion of background checks and reference checks. Additionally, signing the Non-Disclosure Agreement and a Non-Compete Agreement is required.

Please indicate your acceptance of this offer by signing below and returning a copy of this letter by [Response Deadline Date]. We are excited about the possibility of you joining our team and are looking forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Phone Number]

[Company Email Address]

****Acceptance of Offer****

I, [Candidate's Name], accept the offer of employment as HR Executive at [Your Company Name] under the terms outlined in this letter.

Signature: _____ Date: _____