

[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 HR Executive at [Company Name]. Your skills and experience will be a valuable addition to our team.

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

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

****Salary:**** [Annual or Hourly Rate]

****Benefits:**** [Brief Summary of Benefits]

Please sign and return this letter by [Return Date] to confirm your acceptance of this offer.

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Signature]

[Date]