

[Your Company Logo]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Candidate's Name]  
[Candidate's Address]  
[City, State, Zip Code]

Dear [Candidate's Name],

**\*\*Subject: Offer of Employment for HR Executive Role\*\***

We are thrilled to extend an offer for the position of **\*\*HR Executive\*\*** at [Company Name]. After a comprehensive interview process, we believe your skills and experience will be an invaluable asset to our team.

**\*\*Position Details\*\*:**

- **\*\*Title\*\*:** HR Executive
- **\*\*Department\*\*:** Human Resources
- **\*\*Start Date\*\*:** [Proposed Start Date]
- **\*\*Reporting To\*\*:** [Manager's Name and Title]

**\*\*Compensation and Benefits\*\*:**

- **\*\*Salary\*\*:** [Annual Salary] per annum, payable bi-weekly/monthly.
- **\*\*Bonus\*\*:** Eligible for [Annual Bonus/Performance Bonus details].
- **\*\*Benefits\*\*:**
  - Health, dental, and vision insurance
  - Retirement savings plan (401k)
  - Paid vacation and sick leave
  - Professional development opportunities
  - [Any additional perks, like flexible working hours, remote work options, etc.]

options, etc.]

**\*\*Work Environment\*\*:**

At [Company Name], we foster a culture of collaboration and innovation. As part of our HR team, you will play a critical role in shaping our workplace, supporting our team members, and driving our organizational goals.

**\*\*Next Steps\*\*:**

To accept our offer, please sign and return this letter by [Acceptance Deadline]. If you have any questions or need further clarification, feel free to reach out at [Contact Information].

We are excited about the prospect of you joining our team and contributing to our ongoing success.

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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

I, [Candidate's Name], accept the position of HR Executive with [Company Name] under the terms outlined in this letter.

**\*\*Signature\*\*:** \_\_\_\_\_

**\*\*Date\*\*:** \_\_\_\_\_