

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you an offer for the position of [Job Title] at [Company Name]. Your experience and skills make you a great addition to our team!

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

- **\*\*Job Title:\*\*** [Job Title]
- **\*\*Department:\*\*** [Department Name]
- **\*\*Start Date:\*\*** [Proposed Start Date]
- **\*\*Manager:\*\*** [Manager's Name]

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

- **\*\*Salary:\*\*** [Salary Amount] per [hour/year], payable [frequency].
- **\*\*Bonus:\*\*** [Bonus details if applicable].
- **\*\*Benefits:\*\*** [List of benefits such as health insurance, retirement plans, vacation days, etc.].

**\*\*Work Schedule\*\***

Your regular working hours will be [work schedule details].

**\*\*Conditions of Employment\*\***

This offer is contingent upon [any contingencies such as background checks, drug screening, etc.].

Please confirm your acceptance of this offer by [response deadline], signing and returning this letter. We look forward to welcoming you to [Company Name]!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

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

I, [Candidate's Name], accept the terms of this offer as outlined above.

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[Candidate's Signature]

[Date]