

[Your Company's Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Subject: Offer of Employment

We are pleased to inform you that after careful consideration, we have decided to offer you the position of HR Executive at [Company Name]. This letter outlines the terms and conditions of your employment.

****Position:****

HR Executive

****Reporting To:****

[Manager's Name/Title]

****Start Date:****

[Start Date]

****Salary:****

You will receive an annual salary of [Salary Amount], payable in [monthly/bi-weekly/bi-monthly] installments.

****Working Hours:****

Your regular working hours will be from [Start Time] to [End Time], [Days of the Week].

****Probation Period:****

You will be on a probation period for [Duration], during which either party may terminate the employment with a [number of days] notice.

****Benefits:****

- [Details of health insurance]
- [Retirement savings plans]
- [Paid time off/vacation/sick leave policy]
- [Other benefits]

****Confidentiality Agreement:****

As part of your employment, you may be required to sign a confidentiality agreement to protect our proprietary information.

****Acceptance:****

Please sign and return a copy of this letter by [Acceptance Deadline] to confirm your acceptance of the position and its terms.

We are excited about your potential contributions to [Company Name] and look forward to welcoming you to the team. If you have any questions, please feel free to reach out to [Contact Person's Name] at [Contact Person's Email/Phone Number].

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Enclosures: Job Description, Company Policies, etc.]

****Acknowledgment:****

I, [Candidate's Name], accept the offer of employment for the position of HR Executive as outlined above.

Signature: _____

Date: _____