

[Your Company Logo]

[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]. Below are the details of your offer:

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

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

**\*\*Start Date\*\*:** [Start Date]

**\*\*Salary\*\*:** [Salary Amount] per annum, paid on a [bi-weekly/monthly] basis

**\*\*Reporting to\*\*:** [Manager's Name and Title]

**\*\*Work Schedule\*\*:** [Full-time/Part-time], [Working Hours]

**\*\*Benefits\*\*:** [Brief overview of benefits - health insurance, retirement plans, etc.]

**\*\*Employment Conditions\*\*:**

This offer is contingent upon the successful completion of background checks and any required pre-employment screenings.

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

Welcome to [Company Name]! We look forward to having you on our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

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

I, [Candidate's Name], accept the position of HR Executive at [Company Name] under the terms stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_