

[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 extend an offer of employment for the position of HR Executive at [Company Name]. Your skills and experience are a perfect match for our team, and we are excited about the potential for you to contribute to our organization.

Position: HR Executive

Start Date: [Proposed Start Date]

Salary: [Annual Salary]

Reporting To: [Manager's Name and Title]

As an HR Executive, your responsibilities will include, but are not limited to:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

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

Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Enclosures: Employment Agreement, Employee Handbook, etc.]