

[Your Company Logo]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you an offer of employment for the position of [Job Title] at [Company Name]. Below are the details of your offer:

****Position:****

[Job Title]

[Department]

****Start Date:****

[Proposed Start Date]

****Compensation:****

- ****Base Salary:**** [Salary] per [year/month/hour]

- ****Bonus Structure:**** [Details of any bonus plans]

****Benefits:****

- [List of benefits such as health insurance, retirement plans, etc.]

****Work Schedule:****

[Details about working hours, remote work options, etc.]

****Reporting Structure:****

You will report directly to [Supervisor's Name], [Supervisor's Title].

****Employment At-Will:****

Please note that your employment with [Company Name] is at-will, meaning either party may terminate the employment relationship at any time, with or without cause.

****Acceptance:****

To confirm your acceptance of this offer, please sign and return a copy of this letter by [Acceptance Deadline].

We are excited about the prospect of you joining our team. Should you have any questions, feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Attachment: Employment Agreement, if applicable]

****Acknowledgment of Acceptance****

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

[Candidate's Signature]

[Date]