

[Your Company's 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 of employment for the position of HR Executive at [Company Name]. We believe that your skills and experience will greatly contribute to our team.

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

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

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

****Salary**:** [Salary] per [year/month]

****Work Schedule**:** [Full-time/Part-time, Days/Hours of work]

****Benefits**:**

- [List of benefits, e.g., health insurance, retirement plans, paid time off, etc.]

Please note that this offer is contingent upon the successful completion of [any background checks, reference checks, or other contingencies].

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

We are excited about the possibility of you joining our team and look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

****Acceptance of Offer****

I, [Candidate's Name], accept the employment offer for the position of HR Executive with [Company Name].

Signature: _____

Date: _____