

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to inform you that you have been offered the position of HR Executive at [Company Name]. We were impressed with your background and experience, and we believe that you will make a valuable addition to our team.

Please find the details of your job offer below:

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

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

****Working Hours**:** [e.g., 9 AM to 5 PM, Monday to Friday]

****Salary**:** [Annual Salary]

****Benefits**:** [List any benefits, e.g., health insurance, retirement plans, etc.]

As part of your employment, you will be required to [include any specific conditions, such as background checks, signing a non-disclosure agreement, etc.].

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

We look forward to your positive response and are excited to welcome you to our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

****Acceptance of Offer****

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

[Candidate's Signature]

[Date]