

[Your Company Letterhead]

[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 terms of your employment:

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

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

**\*\*Salary:\*\*** [Annual/Monthly Salary]

**\*\*Work Schedule:\*\*** [Days and hours of work]

**\*\*Reporting To:\*\*** [Supervisor's Name and Title]

**\*\*Job Responsibilities:\*\***

- [List key responsibilities]

- [List key responsibilities]

- [List key responsibilities]

**\*\*Benefits:\*\***

- [Health insurance details]

- [Retirement plan details]

- [Other benefits]

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

Your employment with [Company Name] is at-will, meaning that either you or the company may terminate the employment relationship at any time, with or without cause or notice.

Please sign and return a copy of this letter by [Response Due Date] to indicate your acceptance of this offer.

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

**\*\*Accepted by:\*\***

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[Candidate's Name]

[Date]