

****[Your Company Letterhead]****

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip]

Dear [Candidate's Name],

We are thrilled to offer you the position of HR Executive at [Company Name]. After careful consideration, we believe that your skills and experience will greatly benefit our team and contribute to our mission of [brief company mission statement].

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

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

****Salary**:** [Salary Offer]

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

As an HR Executive, you will play a pivotal role in shaping our workplace culture, implementing strategic HR initiatives, and ensuring a robust talent management process. We are impressed with your [specific skill or experience related to HR], and we believe that you will make significant contributions to our ongoing projects.

In addition to a competitive salary, we offer you the opportunity for professional growth within our company, an inclusive work environment, and [any additional perks or incentives].

We hope you will accept this offer and join us in our journey to [company goal or vision]. Please feel free to reach out if you have any questions or require further information.

To confirm your acceptance, please sign below and return this letter by [acceptance deadline].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

****Acceptance**:**

I, [Candidate's Name], accept the offer for the HR Executive position at [Company Name] as stated above.

[Candidate's Signature]

[Date]