

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer of employment for the position of HR Executive at [Company Name]. We are excited about the skills and expertise you bring to our team. Below are the details of your offer:

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

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

**\*\*Reporting to:\*\*** [Manager's Name/Position]

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

**\*\*Compensation:\*\***

- **\*\*Base Salary:\*\*** [Annual Salary] per annum, payable in accordance with the company's payroll schedule

- **\*\*Bonus:\*\*** [Bonus details, if applicable]

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

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

**\*\*Work Hours:\*\***

- [Specify work hours, e.g., Monday to Friday, 9 AM to 5 PM]

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

Please note that your employment with [Company Name] will be at-will. This means either you or the company can terminate employment at any time, with or without cause or notice.

Please sign and return this letter by [Response Deadline], to confirm your acceptance of this offer. We are looking forward to having you join our team!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]

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

[Candidate's Signature]

[Date]