

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you the position of HR Executive at [Company Name]. Your skills and experience will be a great addition to our team.

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

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

**\*\*Salary\*\*:** [Salary Amount] per [year/month/hour], paid [monthly/bi-weekly]

**\*\*Benefits\*\*:** [Briefly outline benefits, e.g., health insurance, retirement plans, vacation days, etc.]

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

We look forward to having you on our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Signature Line for Employee]

[Employee Signature]

[Date]