

[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]. We believe that your skills and experience will be a valuable addition to our team.

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

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

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

****Location**:** [Work Location]

****Compensation**:**

- ****Salary**:** [Salary Amount] per [Year/Month/Week]

- ****Bonus**:** [Bonus Structure, if applicable]

****Benefits**:**

- [List of benefits such as health insurance, retirement plans, etc.]

****Work Schedule**:**

- [Standard Working Hours, days of the week]

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

This offer is contingent upon [background check, reference check, etc.]. Please sign and return a copy of this letter by [Response Deadline] to confirm your acceptance of this offer.

We are excited about the possibility of you joining our team and look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

****Acceptance**:**

I, [Candidate's Name], accept the offer for the HR Executive position as outlined in this letter.

Signature: _____

Date: _____