

[Company Letterhead]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Company Name]. Below are the details of your offer:

****Position**:** [Job Title]

****Department**:** [Department Name]

****Reporting to**:** [Supervisor/Manager Name]

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

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

****Compensation**:**

- ****Base Salary**:** \$[Amount] per [year/month/hour]

- ****Bonus/Commission**:** [Details, if applicable]

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

****Work Schedule**:**

- ****Standard Hours**:** [e.g., Monday to Friday, 9 AM to 5 PM]

- ****Overtime Policy**:** [Details on overtime]

****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.

****Conditions of Employment**:**

This offer is contingent upon the successful completion of [background checks, drug testing, etc.].

Please sign and return a copy of this letter by [Acceptance Deadline] to confirm your acceptance of this offer. We are excited about the opportunity to have you join our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]

****Acceptance of Offer**:**

I, [Candidate Name], accept the above offer and agree to the terms and conditions outlined herein.

[Candidate Signature]

[Date]