

[Your Company Logo]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you an offer of employment for the position of HR Executive at [Company Name]. Your skills and experience are an excellent match for our team.

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

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

**\*\*Salary:\*\*** [Salary Amount] per [hour/year]

**\*\*Reports To:\*\*** [Supervisor's Name/Title]

**\*\*Job Responsibilities:\*\***

- [List primary job responsibilities]

- [List additional job responsibilities]

**\*\*Working Hours:\*\***

You will typically work [Specify hours, e.g., Monday to Friday, 9 AM to 5 PM], however, you may need to work additional hours based on business needs.

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

As an employee of [Company Name], you will be eligible for the following benefits:

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

To accept this offer, please sign and return this letter by [Acceptance Deadline]. If you have any questions, feel free to reach out to me directly.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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

I, [Candidate's Name], accept the offer for the position of HR Executive at [Company Name] under the terms outlined above.

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[Candidate's Signature]

[Date]