

[Your Company Letterhead]

[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 [Job Title] at [Company Name]. We believe that your skills and expertise will be a valuable addition to our team.

****Position Details****

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

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

- ****Reports To:**** [Supervisor's Name]

- ****Work Schedule:**** [Work Hours/Days]

****Compensation Package****

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

- ****Bonus Structure:**** [Description of any bonuses]

- ****Benefits:**** [Overview of benefits including health insurance, retirement plans, etc.]

- ****Paid Time Off:**** [Details about vacation days, sick leave, etc.]

****Roles & Responsibilities****

Your primary responsibilities will include:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

****At Will Employment****

Your employment with [Company Name] will be "at will," meaning that either you or the company may terminate the employment relationship at any time, with or without cause or notice.

To formally accept this offer, please sign and return a copy by [Acceptance Deadline]. If you have any questions, feel free to reach out to me directly at [Your Contact Information].

We are excited about the possibility of you joining our team and contributing to our success!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

****Acceptance of Offer****

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

[Candidate's Signature]

[Date]