

[Your Company's Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, ZIP Code]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name]. Your skills and experience align well with our needs, and we believe you will be a valuable addition to our team.

Below are the details regarding your employment:

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

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

****Salary:**** [Salary/Hourly Rate]

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

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

Please review the attached offer letter, which provides additional details about your employment, including benefits and company policies. We kindly ask you to sign and return the offer letter by [Response Deadline].

If you have any questions or need further clarification, please do not hesitate to reach out to [Contact Person's Name] at [Contact Person's Phone Number] or [Contact Person's Email Address].

Congratulations once again, and we look forward to welcoming you to our team!

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Company Website] (if applicable)

[Attachments: Offer Letter]