

[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 [Job Title] with [Company Name]. Your start date will be [Start Date].

Position Details:

- Job Title: [Job Title]
- Department: [Department Name]
- Manager/Supervisor: [Manager's Name]
- Employment Status: [Full-time/Part-time]
- Work Schedule: [Days and Hours]

Compensation and Benefits:

- Base Salary: [Salary Amount] per [hour/year]
- Bonus Eligibility: [Details of Bonus Structure, if applicable]
- Benefits: [Brief Overview of Benefits Offered, e.g., health insurance, retirement plans, etc.]

Conditions of Employment:

- [Any contingencies, e.g., background check, drug test, etc.]
- [Confidentiality/Non-Compete Agreement, if applicable]

Please indicate your acceptance of this offer by signing and returning this letter by [Response Deadline].

We are excited about the prospect of you joining our team. Welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

[Enclosure: Offer Acceptance Form]