

[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] at [Your Company Name]. After careful consideration, we believe that your skills and experience will be a great fit for our team.

Position: [Job Title]

Start Date: [Start Date]

Salary: [Salary Amount]

Reporting to: [Supervisor's Name and Title]

As part of your role, we are happy to provide you with an HP laptop for your work-related tasks. This laptop will be equipped with the necessary software and tools to help you perform your duties effectively.

Please confirm your acceptance of this offer by [Acceptance Deadline]. We look forward to your positive response and are excited to welcome you to our team.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]