

[Your Company's 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 [Company Name]. After careful consideration, we believe your skills and experiences are a great fit for our team.

****Position Details:****

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

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

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

- ****Employment Type:**** [Full-time/Part-time/Temporary]

- ****Location:**** [Office Location]

****Compensation and Benefits:****

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

- ****Bonus Eligibility:**** [Yes/No, if applicable]

- ****Benefits:**** [Brief overview of benefits, e.g., health insurance, retirement plans, paid time off]

Please sign and return a copy of this letter by [Deadline for Acceptance] to confirm your acceptance of this offer. We are excited to have you join our team and look forward to your contributions.

Welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

[Enclosures: Employment Agreement, Tax Forms, etc., if applicable]