

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We believe that your skills and experience will make a valuable contribution to our team.

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

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

****Salary:**** [Salary Amount] per [hour/year]

****Reporting to:**** [Supervisor's Name/Title]

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

****Work Schedule:**** [Work Schedule Details]

Please note that this offer is contingent upon the successful completion of [any contingencies such as background checks, drug tests, etc.].

To accept this offer, please sign and date this letter below and return it to us by [Acceptance Deadline Date].

We look forward to welcoming you to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

****Accepted by:****

[Employee's Signature]

[Date]