

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip]

Dear [Applicant's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. After reviewing your application and interviewing you, we are confident that your skills and experiences make you a great fit for our team.

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

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

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

****Benefits:**** [Overview of Benefits, e.g., health insurance, retirement plans, etc.]

Your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline]. We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

****Acceptance:****

I, [Applicant's Name], accept the offer for the position of [Job Title] at [Company Name] under the terms outlined above.

[Applicant's Signature]

[Date]