

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, ZIP Code]

Dear [Candidate's Name],

We are pleased to extend an offer of employment to you for the position of [Job Title] with [Company Name]. Your skills and experience impressed us, and we believe you will be a valuable addition to our team.

As discussed, your employment will begin on [Start Date]. This position is classified as [Full-Time/Part-Time/Contract], and you will report directly to [Supervisor's Name and Title].

Your starting salary will be [Salary Amount] per [hour/month/year], and you will be entitled to [briefly mention any benefits, bonuses, or vacation entitlements].

Please find attached the detailed contract outlining the terms and conditions of your employment. We kindly ask you to review this document, sign it, and return a copy to us by [Return Date].

We are excited about the possibility of you joining our team and contributing to our success. If you have any questions or require further information, please do not hesitate to reach out.

Congratulations on your offer! We look forward to welcoming you aboard.

Warm regards,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]