

[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 [Company Name] located in Iowa City, Iowa. Your skills and experience are an excellent match for our team, and we are excited to have you join us.

Position: [Job Title]

Start Date: [Start Date]

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

Benefits: [Briefly outline benefits, e.g., health insurance, retirement plans]

Work Schedule: [Schedule details, e.g., full-time, part-time, hours per week]

Your employment with [Company Name] is contingent upon [any contingencies, e.g., background check, drug screening, etc.]. Please review the attached documents for additional information about our policies and benefits.

To accept this offer, please sign and return this letter by [acceptance deadline]. We are looking forward to you joining our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Enclosures: Offer details, benefits information, etc.]

Acceptance:

I, [Candidate's Name], accept the position of [Job Title] at [Company Name] under the terms stated above.

Signature: _____

Date: _____