

[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 that your skills and experiences will be a valuable addition to our team.

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

**\*\*Department\*\*:** [Department Name]

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

**\*\*Salary\*\*:** [Annual Salary], paid on a [bi-weekly/monthly] basis

**\*\*Benefits\*\*:** [Briefly list key benefits, e.g., health insurance, retirement plan, etc.]

**\*\*Job Responsibilities\*\*:**

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

**\*\*Working Hours\*\*:** [e.g., Monday to Friday, 9 AM to 5 PM]

This offer of employment is contingent upon the successful completion of [any contingencies, e.g., background check, drug screening].

Please sign and return this letter by [Response Deadline] to confirm your acceptance of the offer.

We are excited about the prospect of you joining our team. If you have any questions, feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

**\*\*Acceptance\*\***

I, [Candidate's Name], accept the offer as outlined in this letter.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_