

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to extend to you an offer of employment with JCPenney for the position of [Job Title]. Your skills and experiences will be a valuable addition to our team.

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

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

****Location:**** [Work Location]

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

****Work Schedule:**** [Full-time/Part-time; Hours]

****Benefits:**** [Briefly list benefits, if applicable]

Your employment with JCPenney will be subject to the completion of all pre-employment requirements, including background checks and any necessary verifications.

Please sign below and return this letter by [Return Date] to confirm your acceptance of this offer. We look forward to welcoming you to the JCPenney family!

Sincerely,

[Your Name]
[Your Job Title]

JCPenney

****Acceptance of Offer:****

I, [Employee's Name], accept the offer of employment with JCPenney for the position of [Job Title] under the terms outlined above.

Signature: _____

Date: _____