

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name], starting on [Start Date]. We were impressed with your skills and experience, and we believe you will be a valuable addition to our team.

****Job Details**:**

- ****Position**:** [Job Title]
- ****Department**:** [Department Name]
- ****Supervisor**:** [Supervisor Name]
- ****Office Location**:** [Office Address]
- ****Start Date**:** [Start Date]
- ****Working Hours**:** [Standard Working Hours]

****Compensation and Benefits**:**

- ****Salary**:** [Annual Salary/Hourly Rate]
- ****Payment Schedule**:** [Pay Period]
- ****Benefits**:** [Health Insurance, Retirement Plans, etc.]
- ****Other Perks**:** [Any Additional Benefits]

Your initial training will commence on your first day, and our HR team will reach out to you with further details regarding onboarding procedures. Please bring the following documents with you on your start date:

1. A copy of your identification (e.g., driver's license, passport).
2. Completed tax forms.
3. Any necessary certifications related to your position.

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Response Due Date]. If you have any questions or need further information, feel free to reach out at [HR Contact Number] or [HR Email Address].

We are excited to welcome you to [Company Name]!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

[Attachment: Offer Acceptance Form]