

[Your Company's Letterhead]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Offer of Employment

We are pleased to inform you that you have been officially selected for the position of [Position Title] at [Company Name]. We are looking forward to you joining our team.

Your joining date will be on [Joining Date]. Please report to the [Office Location/Department] at [Time].

Your starting salary will be [Salary Amount] per [Annual/Monthly] and you will be eligible for [briefly mention any benefits or perks].

Please find enclosed our employment agreement and other necessary documents for your review. Kindly sign and return a copy before your joining date.

We are excited to have you on board and are confident that you will make significant contributions to our team.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]