

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to inform you that we are offering you the position of [Job Title] at [Company Name]. Your skills and experience stood out during the selection process, and we believe you will be a valuable addition to our team.

Job Title: [Job Title]

Start Date: [Proposed Start Date]

Salary: [Salary/Hourly Rate]

Work Schedule: [Work Schedule]

Benefits: [Brief Description of Benefits]

Please review the attached documents, which include the details of our employment agreement, employee handbook, and other necessary forms.

Should you accept this offer, please sign and return the agreement by [Deadline for Acceptance].

We look forward to welcoming you to [Company Name] and are excited about the potential contributions you will bring to our organization.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]