

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

[Recipient's Name]
[Recipient's Title]
KPMG [Office Location]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to extend to you an offer of employment for the position of [Job Title] within KPMG, effective [Start Date]. We are excited to have you join our team and believe that your experience will be a valuable addition to our firm.

As discussed, your starting annual salary will be [Salary Amount], payable in bi-weekly installments. You will also be eligible for [mention any bonuses, if applicable]. In addition to your salary, you will receive a comprehensive benefits package, which includes [briefly outline benefits such as health insurance, retirement plans, etc.].

Your regular work hours will be from [Start Time] to [End Time], [Days of Work]. As an experienced hire, we encourage you to bring your unique skills and insights to our projects, contributing to our commitment to delivering exceptional service to our clients.

Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline]. If you have any questions or need further information, feel free to reach out to me directly.

We look forward to welcoming you to KPMG!

Sincerely,

[Your Name]

[Your Job Title]

KPMG [Office Location]

[Enclosure: Offer Acceptance Form]