

[Company Logo]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Website]
[Date]
[Candidate's Name]
[Candidate's Address]
[City, State, Zip Code]
Dear [Candidate's Name],
We are pleased to offer you the position of [Job Title] at [Company Name]. Below are the details of your offer:
Position: [Job Title]
Department: [Department Name]
Location: [Office Location]
Start Date: [Proposed Start Date]
Reporting to: [Supervisor's Name and Job Title]
Compensation:
- **Base Salary**: [Annual Salary] per annum, payable in [bi-weekly/monthly] installments.
- **Performance Bonus**: [Details of any performance-related bonuses, if applicable].
- **Equity/Stock Options**: [Details of equity or stock options, if applicable].
Benefits:
- Health Insurance: [Details]
- Retirement Plan: [Details]
- Paid Time Off: [Details]
- [Any other benefits]
Employment Type: This position is classified as [full-time/part-time/contract].
This offer is contingent upon [any contingencies such as background checks, references, etc.].
Please sign and return a copy of this letter by [Acceptance Deadline] to confirm your acceptance of this offer. We are excited to have you join our team!
Best Regards,
[Your Name]
[Your Job Title]
[Company Name]
[Enclosure: Offer Acceptance Form]

Acceptance of Offer:
I, [Candidate's Name], accept the position of [Job Title] at [Company Name] as outlined in this letter.
Signature: _____
Date: _____