

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to extend to you an offer of employment with [Company Name] for the position of [Job Title]. Below are the details of your employment offer:

****Position:**** [Job Title]

****Department:**** [Department Name]

****Start Date:**** [Start Date]

****Employment Type:**** [Full-time/Part-time/Contract]

****Reporting To:**** [Supervisor's Name and Title]

****Compensation:****

- ****Salary:**** [Annual/Monthly Salary]

- ****Bonuses:**** [Details of any bonus structure]

- ****Benefits:**** [List of benefits such as health insurance, retirement plans, etc.]

****Work Schedule:****

- [Days of the week, Hours per day, Any flexibility, etc.]

****Probation Period:****

- [Duration of probation period, if applicable]

This offer is contingent upon the successful completion of [any pre-employment requirements such as background check, drug screening, etc.].

Please sign and return a copy of this letter by [Date] to confirm your acceptance of our offer. We are excited about the possibility of you joining our team and look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

****Acceptance of Offer:****

I, [Employee Name], accept the offer of employment with [Company Name] as outlined above.

Signature: _____

Date: _____