

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

****Subject: Offer of Employment****

We are pleased to extend to you this formal offer of employment for the position of [Job Title] at [Company Name], a private limited company. We believe that your skills and experience will make a valuable addition to our team.

****1. Position Details****

- ****Job Title:**** [Job Title]
- ****Department:**** [Department Name]
- ****Reporting To:**** [Supervisor/Manager Name]
- ****Location:**** [Work Location]
- ****Start Date:**** [Proposed Start Date]

****2. Compensation and Benefits****

- ****Salary:**** [Salary Amount] per [hour/year]
- ****Payment Schedule:**** [Bi-weekly/Monthly]
- ****Bonus Structure:**** [Bonus Details, if applicable]
- ****Benefits:****

- Health Insurance: [Details]
- Retirement Plan: [Details]
- Paid Time Off: [Details]
- Other Benefits: [Details]

****3. Employment Conditions****

- This offer is contingent upon [background check, reference check, etc.].
- You will be classified as [full-time/part-time/contractor].
- Your work schedule will be [Days/Hours of Work].

****4. At-Will Employment****

Your employment with [Company Name] is at will. This means that either you or the company can terminate the employment relationship at any time, with or without cause or notice.

****5. Acceptance****

Please sign and return this letter by [Acceptance Deadline Date]. A copy of this letter is enclosed for your records.

We are excited about the prospect of you joining our team and look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

****Accepted by:****

[Recipient's Name]

[Signature]

[Date]

****Enclosures:**** [Any additional documents]