

[Company Letterhead]

[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], effective [Start Date]. Below are the key details of your offer:

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

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

**\*\*Reporting to\*\*:** [Supervisor's Name]

**\*\*Salary\*\*:** [Annual Salary] per annum

**\*\*Benefits\*\*:** [Brief Description of Benefits]

**\*\*Working Hours\*\*:** [Working Hours, e.g., 9 AM - 5 PM]

**\*\*Location\*\*:** [Office Location]

Please sign and return this letter by [Response Deadline] to confirm your acceptance.

We look forward to having you join our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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**\*\*Acceptance\*\*:**

I, [Candidate's Name], accept the position as outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_