

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, ZIP Code]

Dear [Candidate's Name],

Subject: Offer of Employment

We are pleased to offer you the position of [Job Title] at [Company Name]. We believe that your skills and experiences are a great fit for our team. Below are the details of your offer:

1. **\*\*Position\*\***

- Job Title: [Job Title]
- Department: [Department Name]
- Reporting to: [Supervisor's Name/Title]
- Location: [Office Location]

2. **\*\*Start Date\*\***

- Your expected start date will be [Start Date].

3. **\*\*Compensation\*\***

- Base Salary: [Annual/Monthly Salary]
- Payment Schedule: [e.g., Bi-weekly/monthly]

4. **\*\*Benefits\*\***

- Health Insurance: [Details of Health Insurance Plan]
- Retirement Plan: [Details of Retirement Plan]
- Paid Time Off: [Details of PTO Policy, including vacation and sick leaves]

- Other Benefits: [Any additional benefits, such as bonuses, tuition reimbursement, etc.]

5. **\*\*Employment Type\*\***

- [Full-time/Part-time/Contract]

6. **\*\*Probation Period\*\***

- Your employment will be subject to a probation period of [Duration of Probation].

7. **\*\*Confidentiality and Non-Disclosure Agreements\*\***

- You will be required to sign a Confidentiality Agreement and a Non-Disclosure Agreement upon joining the company.

8. **\*\*Conditions of Employment\*\***

- This offer is contingent upon [background checks, reference checks, etc.].

9. **\*\*Acceptance\*\***

- Please sign and return a copy of this letter by [Acceptance Deadline].

We are excited about the prospect of you joining [Company Name] and contributing to our team. If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email].

Welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Enclosures: Employment Agreement, Confidentiality Agreement, etc.]

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[Signature Line for Candidate]

I, [Candidate's Name], accept the terms of this offer.

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

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