

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Company Name], a Private Limited Company. We are excited about the skills and talents you bring to our team.

****Offer Details****

1. ****Position****: [Job Title]
2. ****Start Date****: [Start Date]
3. ****Department****: [Department Name]
4. ****Reporting To****: [Manager/Supervisor's Name]
5. ****Salary****: [Salary Amount] per [year/month]
6. ****Working Hours****: [Working Hours]
7. ****Benefits****:
 - [Benefit 1]
 - [Benefit 2]
 - [Benefit 3]

****Terms of Employment****

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

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

We believe you will be an excellent addition to our team and look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Signature]

****Acknowledgment of Acceptance****

I, [Candidate's Name], accept the offer of employment for the position of [Job Title] at [Company Name] under the terms outlined above.

Signature: _____

Date: _____