

[Your Company Letterhead]

[Company Logo]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Website]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

Subject: Job Offer for the Position of [Job Title]

We are pleased to extend an offer of employment to you for the position of [Job Title] at [Company Name]. After careful consideration, we believe your skills and experience will be a valuable asset to our team.

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

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

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

****Reports To:**** [Supervisor's Name or Title]

****Compensation and Benefits:****

- ****Salary:**** [Salary Amount] per [year/month/hour], payable in accordance with the company's standard payroll schedule.

- ****Bonus:**** [Details of any applicable bonuses, if applicable].

- ****Benefits:**** [Outline benefits such as health insurance, retirement plans, paid time off, etc.].

- ****Work Schedule:**** [Details about working hours and flexibility].

Your employment with [Company Name] is contingent upon [any contingencies such as background checks, reference checks, etc.].

Please review the attached documents which include more details regarding your employment terms and company policies. If you accept this offer, please sign and return this letter by [Acceptance Deadline Date].

We are excited about the prospect of you joining our team! Should you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

****Enclosures:**** [List any documents enclosed with the letter, such as employment contract, benefits overview, etc.]

****Acceptance****

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

Signature: _____

Date: _____