

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Website]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Company Name]. We are excited about the possibility of you joining our team and contributing to our success.

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

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

****Supervisor**:** [Supervisor's Name]

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

****Type of Employment**:** [Full-Time/Part-Time/Contract]

****Compensation**:**

Your starting salary will be [Salary] per [hour/year], payable in accordance with the company's standard payroll schedule. You will also be eligible for the following benefits:

- Health Insurance
- Retirement Plan
- Paid Time Off (PTO)
- [List any other benefits]

****Conditions of Employment**:**

This offer is contingent upon the successful completion of [background check, drug screening, reference checks, etc.].

****At-Will Employment**:**

Your employment with [Company Name] will be on an "at-will" basis, meaning that either you or the company can terminate the employment relationship at any time, with or without cause and with or without notice.

Please sign and return this letter by [Response Deadline] to confirm your acceptance of this offer. If you have any questions, please feel free to reach out to me directly at [Contact Information].

We look forward to welcoming you to [Company Name]!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

****Acceptance of Offer**:**

I, [Employee Name], accept the offer as outlined above.

[Employee Signature] [Date]