

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Website URL]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you an offer of employment for the position of [Job Title] at [Company Name], a Private Limited Company. Below are the details of your offer:

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

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

****Reporting To:**** [Supervisor's Name & Title]

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

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

- ****Salary:**** [Annual/Monthly Salary]

- ****Payment Frequency:**** [Bi-weekly/Monthly]

- ****Bonuses:**** [Any applicable bonuses]

- ****Equity Options:**** [If applicable]

- ****Benefits:**** [Health insurance, retirement plans, etc.]

****Working Hours:**** [Normal working hours/days]

****Location:**** [Office location or remote work details]

****Additional Terms:****

- [Confidentiality Agreement, Non-compete Clause, etc.]

- [Any probation period details]

To accept this offer, please sign and return this letter by [Acceptance Deadline]. If you have any questions or need further clarification, feel free to contact us at [Contact Information].

We are excited about the possibility of you joining our team and look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Signature]

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

I, [Candidate's Name], accept the offer of employment as outlined above.

[Candidate's Signature]

[Date]