

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] at [Company Name] Private Limited. We are excited about the potential you bring to our team and look forward to your contributions.

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

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

****Salary:**** [Salary Amount] per [year/month/hour]

****Work Hours:**** [Work Hours, e.g., 9 AM to 5 PM]

****Inclusivity Statement:****

At [Company Name], we embrace diversity and are committed to creating an inclusive environment for all employees. We welcome applicants from all backgrounds, identities, and abilities and strive to ensure equitable opportunities throughout our hiring process and workplace.

****Benefits:****

- [List of Benefits, e.g., Health Insurance, Retirement Plan, Paid Time Off]

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

This offer is contingent upon [any conditions such as background checks, reference checks, etc.].

Please sign and return this letter by [Response Deadline] to confirm your acceptance of this offer. We are thrilled at the prospect of you joining our team!

Warm regards,

[Your Name]

[Your Job Title]

[Company Name] Private Limited

[Phone Number]

[Email Address]

****Acceptance:****

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

Signature: _____

Date: _____