

[Your Company Letterhead]

[Company Logo]

[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 an offer of employment for the position of [Job Title] at [Company Name]. We believe your skills and experiences will be a valuable addition to our team.

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

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

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

****Reporting To:**** [Manager's Name/Position]

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

- ****Salary:**** [Salary Amount] per [year/month/week], payable in [frequency of payment].

- ****Bonus Structure:**** [Details about bonus, if applicable]

- ****Benefits:**** [Health insurance, retirement plan, leave policies, etc.]

****Working Hours:**** [Working Hours, e.g., 9 AM to 5 PM, Monday to Friday]

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

- [Background check requirements, probation period, etc.]

- [Any employment conditions that apply, e.g., confidentiality agreements, non-compete clauses]

We are excited about the possibility of you joining our team. Please sign and return a copy of this letter by [Response Deadline] to confirm your acceptance of the offer.

If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

****Accepted by:****

[Candidate's Name]

[Date]

[Enclosure: Job Description, Company Policies (if applicable)]