

[Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to formally offer you the position of [Job Title] at [Company Name], effective [Start Date]. This position will report directly to [Supervisor's Name/Title] and is based in [Location].

****Job Details:****

- ****Employment Type:**** [Full-Time/Part-Time/Temporary]

- ****Salary:**** [Salary Amount] per [Year/Month/Hour]

- ****Bonus Eligibility:**** [Yes/No, with details if applicable]

- ****Benefits:**** [Brief description of benefits, e.g., health insurance, retirement plans, etc.]

This offer is contingent upon the successful completion of [any contingencies, e.g., background checks, reference checks, etc.].

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Acceptance Deadline]. We are excited about the possibility of having you join our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

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

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

Signature: _____

Date: _____