

[Your Company Logo]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 [Your Company Name]. We believe that your skills and experiences align well with our company's goals.

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

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

****Reporting To**:** [Manager's Name and Title]

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

****Benefits**:** [Briefly outline benefits, e.g., health insurance, retirement plans, paid time off]

****Job Responsibilities**:**

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

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

Please sign and return this letter by [response deadline] to confirm your acceptance of this offer. We look forward to welcoming you to our team!

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]

****Acceptance**:**

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

[Candidate's Signature]

[Date]