

[Your Company Letterhead]

[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 terms of your employment:

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

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

**\*\*Salary:\*\*** [Salary Amount] per [hour, month, year]

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

**\*\*Benefits:\*\*** [Briefly list any benefits, e.g., health insurance, paid time off, etc.]

**\*\*Reporting To:\*\*** [Manager's Name/Title]

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

Please sign and return a copy of this letter by [Response Deadline] to confirm your acceptance of this offer.

We are excited about the possibility of you joining our team. Welcome to [Company Name]!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

**\*\*Acceptance:\*\***

I, [Candidate's Name], hereby accept the offer of employment with [Company Name] on the terms stated above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_