

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[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]. We were impressed with your skills and experience, and we believe you will be a valuable addition to our team.

**\*\*Position Details:\*\***

- **\*\*Job Title:\*\*** [Job Title]

- **\*\*Department:\*\*** [Department Name]

- **\*\*Start Date:\*\*** [Proposed Start Date]

- **\*\*Reporting To:\*\*** [Supervisor's Name or Title]

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

- **\*\*Salary:\*\*** [Salary Amount] per [hour/year/month], payable in accordance with the company's standard payroll schedule.

- **\*\*Bonuses:\*\*** [Details of any performance bonuses, if applicable]

- **\*\*Benefits:\*\*** [List of benefits such as health insurance, retirement plans, paid time off, etc.]

- **\*\*Probation Period:\*\*** [If applicable, state duration of probation period]

**\*\*Work Hours and Location:\*\***

- **\*\*Work Hours:\*\*** [Specify work hours, e.g., 9 AM to 5 PM, Monday to Friday]

- **\*\*Location:\*\*** [Office location or remote work details]

This offer is contingent upon the successful completion of [any contingencies, such as background checks, reference checks, etc.]. Please confirm your acceptance of this offer by signing and returning this letter by [Deadline for Acceptance].

We look forward to welcoming you to [Company Name]. If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

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

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

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[Candidate's Signature]

[Date]