

[Your Company Logo]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer of employment to you for the position of [Job Title] at [Company Name], a Private Limited Company, located at [Company Address]. We are excited about the potential you bring to our team.

****Position Details:****

- ****Job Title:**** [Job Title]
- ****Department:**** [Department Name]
- ****Reporting to:**** [Supervisor's Name/Title]
- ****Start Date:**** [Proposed Start Date]
- ****Employment Type:**** [Full-time/Part-time/Contract]

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

- ****Base Salary:**** [Annual/Monthly Salary] payable [weekly/bi-weekly/monthly].
- ****Bonus Potential:**** [Details of any bonus structure, if applicable].
- ****Benefits:**** You will be eligible for the following benefits:
 - [Health Insurance Details]
 - [Retirement Plan Details]
 - [Vacation Leave Details]
 - [Other Benefits]

****Terms and Conditions:****

- ****Probation Period:**** Your employment will be subject to a probation period of [Duration of Probation].
- ****Work Hours:**** Regular working hours will be [Days of the Week] from [Start Time] to [End Time].
- ****Confidentiality Agreement:**** You will be required to sign a confidentiality agreement as part of your employment.

Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline]. We are looking forward to welcoming you to our team and are confident that you will play a key role in our company's growth.

Best Regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]

****Acknowledgment of Acceptance:****

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

Signature: _____ Date: _____