

[Your Company Letterhead]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

**\*\*Subject: Offer of Employment\*\***

We are pleased to extend to you an offer of employment with [Company Name], a private limited entity, for the position of [Job Title]. We are excited about the potential contributions you will make to our team.

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

- **\*\*Start Date:\*\*** [Proposed Start Date]
- **\*\*Department:\*\*** [Department Name]
- **\*\*Reporting to:\*\*** [Supervisor's Name/Title]

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

- **\*\*Salary:\*\*** [Annual Salary/Hourly Rate]
- **\*\*Bonus:\*\*** [Bonus Structure, if applicable]
- **\*\*Benefits:\*\*** [List of Benefits, e.g., health insurance, retirement plans, etc.]
- **\*\*Leave:\*\*** [Vacation days, sick leave, etc.]

**\*\*Conditions of Employment:\*\***

Your employment with [Company Name] is contingent upon:

- Successful completion of background checks
- Signing of the Employee Non-Disclosure Agreement
- [Any other conditions]

Please sign and return this letter by [Acceptance Deadline] to confirm your acceptance of the offer. If you have any questions, feel free to reach out at [Your Contact Information].

We hope you accept our offer and look forward to having you as a valued member of our team.

Warm regards,

[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[Phone Number]  
[Email Address]

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

I, [Recipient's Name], accept the offer of employment as outlined above.

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

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