

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, Postcode]

Dear [Candidate's Name],

****Job Offer Letter****

We are pleased to offer you the position of [Job Title] at [Company Name]. Below are the terms of your employment:

1. ****Position****: [Job Title]
 2. ****Start Date****: [Start Date]
 3. ****Reporting To****: [Supervisor/Manager's Name and Title]
 4. ****Salary****: [Annual Salary] per annum, payable [monthly/bi-weekly].
 5. ****Working Hours****: [Number of hours] per week, from [Start time] to [End time].
 6. ****Location****: [Work location, if applicable]
 7. ****Benefits****: [Details on benefits, e.g., holiday entitlement, sick leave, pension scheme].
 8. ****Probationary Period****: [Length of probationary period, if applicable]
 9. ****Notice Period****: [Notice period details from both employer and employee]
 10. ****Confidentiality and Non-Disclosure Agreement****: [Mention if applicable]
 11. ****Acceptance of Offer****: [Instructions on how to accept the offer]
- Please sign and return a copy of this letter by [Deadline for acceptance]. We look forward to welcoming you to our team.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, Postcode]

[Contact Information]

****I accept the terms of this job offer****:

[Candidate's Signature]

[Date]