

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],
I am pleased to offer you the position of [Job Title] at [Company's Name]. After careful consideration of your skills and experience, we believe you will be an excellent fit for our team.
Your start date will be [Start Date], and you will report directly to [Supervisor's Name]. The starting salary for this position will be [Salary Amount] per [hour/year], payable [bi-weekly/monthly], and you will receive [details about bonuses, benefits, etc.].
Please confirm your acceptance of this job offer by signing and returning this letter by [Acceptance Deadline].
We look forward to welcoming you to our team!

Sincerely,
[Your Name]
[Your Job Title]
[Company's Name]
[Company's Phone Number]