

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Applicant's Name]
[Applicant's Address]
[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to inform you that you have been selected for employment with [Company Name] as a [Job Title]. Your start date will be [Start Date], and you will report directly to [Supervisor's Name].

Your starting salary will be [Salary Amount] per [hour/year], and you will be eligible for [benefits, if applicable]. Please note that this offer is contingent upon the completion of [any conditions such as background checks, drug tests, etc.].

We look forward to welcoming you to our team. Please confirm your acceptance of this offer by signing below and returning this letter by [response deadline].

Sincerely,

[Your Name]
[Your Job Title]
[Signature]

I accept the offer of employment with [Company Name] under the terms outlined above.

[Applicant's Signature]
[Date]