

**\*\*[Your Company Letterhead]\*\***

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

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

**\*\*Position\*\*:** [Job Title]

**\*\*Department\*\*:** [Department Name]

**\*\*Reports to\*\*:** [Manager's Name or Title]

**\*\*Start Date\*\*:** [Proposed Start Date]

**\*\*Salary\*\*:** [Salary Amount] per [year/month/hour]

**\*\*Employment Type\*\*:** [Full-time/Part-time/Contract]

**\*\*Benefits\*\*:**

- [List benefits, e.g., Health insurance, Retirement plan, etc.]

- [Vacation and leave policy]

- [Any additional perks or bonuses]

**\*\*Work Schedule\*\*:** [Days and hours of work, e.g., Monday to Friday, 9 AM to 5 PM]

**\*\*At-Will Employment\*\*:** Please note that this offer does not constitute a contract of employment and that your employment will be "at will." This means either you or the company can terminate the employment relationship at any time, with or without cause.

To accept this offer, please sign and return this letter by [acceptance deadline]. Your signature will confirm your acceptance of the terms outlined above.

We look forward to your reply and are excited about the prospect of you joining our team at [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Email Address]

[Phone Number]

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

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[Candidate's Signature]

[Date]