

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Company Name]. We believe your skills and experience will be a valuable addition to our team.

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

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

**\*\*Reports to\*\*:** [Supervisor's Name/Title]

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

**\*\*Salary\*\*:** [Annual Salary] (paid [bi-weekly/monthly])

**\*\*Benefits\*\*:** [Brief Overview of Benefits - e.g., health insurance, retirement plan, paid time off]

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

**\*\*Job Responsibilities\*\*:**

- [List key responsibilities and duties]

- [Bullet point format for clarity]

**\*\*Work Schedule\*\*:**

[Days of the week and hours, e.g., Monday to Friday, 9 AM to 5 PM]

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

This offer is contingent upon [background check, drug screening, reference checks, etc.].

Please sign and return this letter by [Response Deadline] to confirm your acceptance of this offer. If you have any questions, feel free to reach out at [Your Phone Number] or [Your Email].

We are excited about the possibility of you joining our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Website]

**\*\*Accepted by:\*\***

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[Candidate's Name]

[Date]