

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

Dear [Employee 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]
****Start Date:**** [Start Date]
****Department:**** [Department Name]
****Manager/Supervisor:**** [Manager Name]
****Compensation and Benefits:****
- ****Salary:**** [Salary Amount] per [hour/week/year]
- ****Bonus Structure:**** [Details of any bonuses, if applicable]
- ****Benefits:**** [Health insurance, retirement plan, etc.]
- ****Paid Time Off:**** [PTO details]
****Work Schedule:****

[Regular work schedule and any remote work options]

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

[Background check, drug testing, etc. if applicable]

Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline]. We are excited to have you join our team and look forward to your contributions at [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

****Acceptance:****

I, [Employee Name], accept the offer for the position of [Job Title] with [Company Name].

Signature: _____

Date: _____