

[Your Company Logo]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are thrilled to extend an offer for the position of [Job Title] at [Company Name]. Your skills and experiences are a perfect match for our team, and we are excited about the potential contributions you will bring to our organization.

****Position Details:****

- ****Job Title:**** [Job Title]

- ****Department:**** [Department]

- ****Start Date:**** [Proposed Start Date]

- ****Salary:**** [Annual Salary]

- ****Bonus/Commission Structure:**** [Details if applicable]

****Benefits:****

- [Benefit 1: Description]

- [Benefit 2: Description]

- [Benefit 3: Description]

To formally accept this offer, please sign and return this letter by [Acceptance Deadline]. We are looking forward to welcoming you to the [Company Name] family and embarking on this exciting journey together!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

****Acceptance:****

I, [Candidate's Name], accept the offer for the position of [Job Title] at [Company Name] under the terms outlined above.

Signature: _____

Date: _____