

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, ZIP Code]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. Your skills and experience will be a valuable addition to our team.

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

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

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

**\*\*Salary:\*\*** [Salary]

**\*\*Work Schedule:\*\*** [Work Schedule]

**\*\*Benefits:\*\*** [List of Benefits]

Please review the details of your offer and sign below to indicate your acceptance.

We look forward to welcoming you to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

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**\*\*Acceptance of Offer:\*\***

I, [Candidate's Name], accept the position of [Job Title] at [Company Name] under the terms indicated in this letter.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_