

[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]. We were impressed with your skills and experience and believe that you will be a valuable addition to our team.

****Position Details:****

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

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

- ****Reporting To:**** [Supervisor's Name/Title]

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

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

****Compensation:****

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

- ****Payment Schedule:**** [Bi-weekly/Monthly/Other]

****Benefits:****

- [List of benefits, e.g., health insurance, retirement plans, paid time off]

Please review the details of this offer and confirm your acceptance by signing and returning this letter by [Acceptance Deadline].

We look forward to welcoming you to the [Company Name] team. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

[Enclosure: Employment Agreement]