

[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]

****Supervisor**:** [Supervisor's Name]

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

****Salary**:** [Salary/Hourly Rate]

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

****Work Schedule**:** [Days/Hours of Work]

****Benefits**:**

- [List Benefits, e.g., Health Insurance, Retirement Plans, Paid Time Off]

- [Additional Benefits, if any]

This offer is contingent upon the completion of [any conditions, e.g., background check, drug screening]. We anticipate that you will make a significant contribution to [Company Name] and look forward to your acceptance of this offer.

Please sign and return a copy of this letter by [Acceptance Deadline Date] to confirm your acceptance of this position. If you have any questions or need further information, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Welcome to [Company Name]!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

****Acceptance****

I, [Candidate's Name], accept the offer for the position of [Job Title] at [Company Name] as outlined in this letter.

Signature: _____

Date: _____