

[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 with [Company Name] as a [Job Title]. Your start date will be [Start Date].

As discussed, your annual salary will be [Salary], payable in [bi-weekly/monthly/etc.] installments. Additionally, you will be eligible for [list any benefits, bonuses, etc.].

This position reports to [Supervisor's Name/Title]. Your work hours will be [work hours, e.g., 9:00 AM - 5:00 PM, Monday through Friday].

Please sign and return this letter by [Deadline Date] to confirm your acceptance of this offer.

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

[Enclosures: Benefits Summary, Company Policies, etc.]