

[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]. Your start date will be [Start Date]. As discussed, you will report directly to [Supervisor's Name/Title]. Your starting salary will be [Salary] and you will be eligible for [mention any benefits, e.g., health insurance, retirement plans, etc.].

Please sign and return this letter by [Response Date] to confirm your acceptance of this offer. We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Enclosure: Employment Agreement]