

[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] with [Company Name]. Below are the details of your offer:

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

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

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

****Salary:**** [Base Salary] per [hour/year]

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

****Benefits:**** [Brief Description of Benefits]

This offer is contingent upon [any contingencies such as background checks, reference checks, etc.]. Please sign and return this letter by [Response Deadline] to confirm your acceptance of this position.

We are excited about the possibility of you joining our team and contributing to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]

****Acceptance:****

I, [Candidate's Name], accept the offer of employment from [Company Name] under the terms outlined above.

[Candidate's Signature]

[Date]