

**\*\*[Your Company's Letterhead]\*\***

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

**\*\*Subject: Offer of Employment\*\***

We are pleased to offer you the position of [Job Title] at [Company Name]. Below are the details of your employment offer:

**\*\*1. Position\*\***

- Title: [Job Title]

- Department: [Department Name]

- Reporting To: [Manager's Name]

**\*\*2. Compensation\*\***

- Salary: \$[Amount] per [Year/Hour]

- Payment Schedule: [Bi-weekly/Monthly]

**\*\*3. Benefits\*\***

- Health Insurance: [Details]

- Retirement Plans: [Details]

- Vacation: [Details]

- Other Benefits: [Details]

**\*\*4. Start Date\*\***

Your expected start date is [Start Date].

**\*\*5. Conditions of Employment\*\***

This offer is contingent upon [background check, drug screening, etc.].

Please sign and return this letter by [Date]. We are excited to have you join our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

**\*\*Acceptance\*\***

I, [Candidate's Name], accept the position of [Job Title] at [Company Name] under the terms outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_