

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We believe that your skills and experience will be a valuable asset to our team.

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

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

****Reporting To:**** [Manager's Name and Title]

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

****Salary:**** [Annual Salary, Hourly Rate, or Other Compensation Details]

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

****Work Schedule:**** [Work Hours and Days]

****Benefits:****

- [Health Insurance Details]

- [Retirement Plans]

- [Paid Time Off (PTO) Policies]

- [Other Benefits]

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

We are excited about the prospect of you joining our team. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

****Acceptance:****

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

Signature: _____

Date: _____