

[Your Company's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to extend to you an offer of employment for the position of [Job Title] at [Company Name]. After careful consideration, we believe that your skills and experiences will be a valuable asset to our team.

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

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

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

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

****Work Schedule:**** [Days/Hours of Work]

****Employment Status:**** [Full-time/Part-time/Temporary]

****Benefits:****

- [List benefits such as health insurance, retirement plans, etc.]

- [Include any bonuses, commissions, or stock options if applicable]

This offer is contingent upon the successful completion of [background check, drug screening, etc. if applicable]. Please review the terms of this offer and, if you accept, sign and return a copy of this letter by [Deadline Date].

We are excited about the possibility of you joining our team and contributing to the success of [Company Name]. If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Enclosures: Job Description, Company Policy, etc. if applicable]

[Applicant's Signature] _____ [Date]

[Printed Name] _____