

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are excited to formally offer you the position of [Unusual Job Title] at [Company Name]. Your role will involve [brief description of the unique duties, e.g., "creating bespoke pet costumes for special events"]. Your start date will be [Start Date], and you will report to [Supervisor's Name]. This is a [full-time/part-time/contract] position with an annual salary of [Salary Amount].

In addition to your base salary, you will receive [any additional benefits, e.g., "monthly gift card allowances for crafting supplies and exclusive invites to unique fairs."]

We value creativity and innovation at [Company Name] and are thrilled to have you join our team of [describe company culture briefly, e.g., "creative thinkers and artistic professionals."]

Please sign and return this letter by [Response Date] to confirm your acceptance of this offer.

Welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

[Signature]

[Enclosures: Job Description, Company Policies, etc.]