

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer of employment for the position of Quality Assurance Engineer at [Company Name]. We were impressed with your skills and experience and believe you will be a valuable addition to our team.

****Position**:** Quality Assurance Engineer

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

****Reports to**:** [Manager's Name/Position]

****Compensation**:**

- ****Base Salary**:** \$[amount] per [hour/year]

- ****Bonus/Commission**:** [if applicable]

- ****Benefits**:** [List key benefits, e.g., health insurance, retirement plan, etc.]

****Work Hours**:** [e.g., 9 AM - 5 PM, Monday to Friday]

****Location**:** [Work Location] or [Remote]

This offer is contingent upon the successful completion of any pre-employment screenings or background checks required by our company policies.

Please sign and return this letter by [Response Deadline]. We are excited about the possibility of you joining our team! If you have any questions, feel free to reach out to me directly at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

****Acceptance of Offer**:**

I, [Candidate's Name], accept the offer for the position of Quality Assurance Engineer at [Company Name] under the terms outlined above.

[Candidate's Signature]

[Date]