

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of Quality Control Manager at [Company Name]. Your experience and skills align perfectly with our needs, and we believe you will be a valuable addition to our team.

****Position**:** Quality Control Manager

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

****Salary**:** [Annual Salary]

****Benefits**:** [List Benefits, e.g., health insurance, retirement plans, etc.]

As our Quality Control Manager, you will be responsible for ensuring that our products meet the highest quality standards and overseeing our quality control team. Your work will directly impact our commitment to excellence and customer satisfaction.

Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline]. We look forward to your contributions and are excited to welcome you to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

****Acknowledgment of Acceptance**:**

I, [Candidate's Name], accept the offer for the position of Quality Control Manager at [Company Name] as outlined above.

Signature: _____

Date: _____