

[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 [Job Title] at QVC. We believe that your skills and experience make you a perfect fit for our team.

Employment Details:

- ****Position****: [Job Title]
- ****Start Date****: [Proposed Start Date]
- ****Location****: [Office Location/Remote]
- ****Compensation****: [Salary/Hourly Rate]
- ****Work Schedule****: [Full-Time/Part-Time, Days and Hours]

Benefits:

- [List of benefits, e.g., health insurance, retirement plans, paid time off, etc.]

This offer is contingent upon [any contingencies, e.g., background checks, drug screening]. Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline].

We are excited about the possibility of you joining our team. If you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

****Acceptance of Offer****

I, [Candidate's Name], accept the position of [Job Title] at QVC under the terms outlined in this letter.

[Candidate's Signature]

[Date]