

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear RJ Smith,

We are pleased to offer you employment with [Company Name] in the position of [Job Title]. Your start date will be [Start Date], and you will report directly to [Supervisor's Name].

Your starting salary will be [Salary Amount] per [hour/year], payable in accordance with our standard payroll schedule. Additionally, you will be eligible for [list any benefits, such as health insurance, retirement plans, etc.].

Please sign and return a copy of this letter to confirm your acceptance of this offer. We look forward to having you as part of our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]

[Enclosure: Signature Page]