

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you an offer for the position of Software Engineer at [Company Name]. We believe that your skills and experiences will be a valuable addition to our team.

****Position**:** Software Engineer

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

****Department**:** [Department Name]

****Manager**:** [Manager's Name]

****Salary**:** [Salary Amount] per [year/month]

****Benefits**:** [Briefly outline benefits, e.g. health insurance, retirement plans, etc.]

****Job Responsibilities**:**

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

Please review this offer carefully. To accept this offer, please sign and return this letter by [Acceptance Deadline Date].

We are excited about the possibility of you joining our team and look forward to your contributions at [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

****Acceptance**:**

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

Signature: _____

Date: _____