

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you the position of [Job Title] at [Company Name], effective [Start Date]. Your skills and experience will be an excellent addition to our team.

Position: [Job Title]

Department: [Department Name]

Reporting to: [Supervisor's Name]

Salary: [Salary Amount]

Benefits: [Brief Overview of Benefits]

Please review the attached documents for additional information regarding your employment. To confirm your acceptance of this offer, please sign and return this letter by [Response Deadline].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]

[Attachment: Employment Agreement, Benefits Overview, etc.]