

[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 [Company Name]. After careful consideration, we believe your skills and experience align well with our team.

****Position Details:****

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

- ****Salary:**** [Salary Amount] per [hour/year]

- ****Work Schedule:**** [Days/Hours]

- ****Location:**** [Work Location]

****Benefits:****

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

Please sign and return this letter by [Acceptance Deadline] to confirm your acceptance of this offer. We are excited about the possibility of you joining our team.

Welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Signature Line]

[Enclosures, if any]