

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Company Name]. We were impressed with your skills and experience, and we believe you will be a valuable asset to our team.

****Position**:** [Job Title]

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

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

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

****Benefits**:** [Brief description of benefits]

This offer is contingent upon the successful completion of [any background checks, reference checks, etc.].

Please sign and return this letter by [Deadline Date] to confirm your acceptance of this offer. We look forward to welcoming you to the team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]

[Signature Line for Candidate]

I, [Candidate's Name], accept the offer for the position of [Job Title] at [Company Name].

[Signature]

[Date]