

[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 believe your skills and experiences are a great match for our team.

Position: [Job Title]

Start Date: [Proposed Start Date]

Salary: [Salary Amount]

Benefits: [Brief Overview of Benefits]

Please review the attached documents for additional information about your employment. We kindly ask that you respond by [Response Deadline].

We are excited about the possibility of you joining our team and contributing to [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]