

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to extend an offer of employment for the position of [Job Title] at [Company's Name]. We were impressed by your skills and experiences and believe you will be a valuable addition to our team. Your start date will be [Start Date], and you will be reporting to [Supervisor's Name/Title]. Your starting salary will be [Salary] per [hour/year], and you will be eligible for [any benefits, bonuses, or incentives].

Please find attached details regarding your job responsibilities, benefits package, and other pertinent information. To accept this offer, please sign and return this letter by [Deadline Date].

We are excited about the possibility of you joining us at [Company's Name]. If you have any questions or need further clarification, feel free to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]