

[Your Company's 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]. Your skills and experience will be a valuable addition to our team.

1. ****Position****: [Job Title]

2. ****Start Date****: [Start Date]

3. ****Salary****: [Salary Amount] per [hour/month/year]

4. ****Work Schedule****: [Days and hours of work]

5. ****Benefits****: [Overview of benefits]

Please sign and return this letter by [deadline for acceptance] to confirm your acceptance of this position. Should you have any questions, feel free to reach out to me.

We look forward to welcoming you to [Company Name]!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Enclosure: Job Description]

Employee Signature: _____ Date: _____