

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to extend to you an offer of employment with ZCS for the position of [Job Title]. Your skills and talents will be a great addition to our team.

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

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

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

****Reporting To**:** [Supervisor's Name and Title]

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

During the course of your employment, you will be eligible for [Benefits Overview - e.g., health insurance, retirement plans, etc.].

Please sign and return this letter by [Response Deadline] to confirm your acceptance of this offer.

We are excited about the possibility of you joining our team at ZCS. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

ZCS

[Enclosures, if any]

[Signature Line for Employee]