

[Your Company 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] with [Company Name]. Your employment will commence on [Start Date].

Position: [Job Title]

Department: [Department Name]

Supervisor: [Supervisor's Name]

Salary: [Salary Amount/Hourly Rate]

Benefits: [Brief description of benefits]

Work Schedule: [Work Schedule Details]

This offer is contingent upon [any contingencies, e.g., background check, reference checks, etc.]. Please sign and return a copy of this letter by [Response Deadline].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Space for Employee Signature]

Employee Signature: _____

Date: _____