

[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 [Your Company's Name]. We believe your skills and experiences will be a great fit for our team.

****Position Details:****

- ****Title:**** [Job Title]

- ****Department:**** [Department Name]

- ****Start Date:**** [Proposed Start Date]

- ****Reports To:**** [Supervisor's Name, Job Title]

****Compensation and Benefits:****

- ****Salary:**** [Salary Amount] per [hour, year, etc.]

- ****Bonus:**** [Details about any bonus structure]

- ****Benefits:**** [Details about health insurance, retirement plans, etc.]

- ****Vacation:**** [Details on vacation policy]

- ****Work Hours:**** [Standard work hours, any expected overtime]

****Conditions of Employment:****

This offer is contingent upon [background check, reference check, etc.]. Please sign and return a copy of this letter by [Return Date] to confirm your acceptance.

We are excited about the possibility of you joining our team and contributing to our mission at [Your Company's Name]. If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Phone Number]

[Your Email Address]

****Acceptance of Offer:****

I, [Candidate's Name], accept the terms outlined in this employment offer letter.

Signature: _____

Date: _____