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[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate'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.

Position Details:

- Job Title: [Job Title]
- Department: [Department]
- Start Date: [Start Date]
- Salary: [Salary Amount] per [hour/year]
- Employment Type: [Full-time/Part-time/Contract]
- Reporting To: [Supervisor's Name]

Benefits:

- [List of Benefits, e.g., Health Insurance, Paid Time Off, Retirement Plans, etc.]

Please confirm your acceptance of this offer by signing below and returning a copy to us by [Response Deadline].

Welcome to the team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

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I accept the terms of the job offer as outlined above.

[Candidate's Signature] [Date]

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