

[Your Company's 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]. We believe that your skills and talents will be a valuable addition to our team.

****Position Details****

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

- ****Salary:**** [Salary] per [year/month/hour]

- ****Work Schedule:**** [Full-time/Part-time, Days and Hours]

- ****Location:**** [Office Location]

- ****Reporting to:**** [Supervisor's Name and Title]

****Benefits****

As a [Full-time/Part-time] employee, you will be eligible for [List Benefits, e.g., health insurance, retirement plans, vacation days, etc.].

****At-Will Employment****

Please note that this offer is contingent upon [any contingencies, e.g., background check, references]. This employment offer is at-will, meaning that either you or the company can terminate the relationship at any time, with or without cause or notice.

To accept this offer, please sign and return this letter by [Acceptance Deadline].

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

Warm regards,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]

****Acceptance:****

I, [Candidate's Name], accept the offer for the position of [Job Title] at [Company Name].

Signature: _____

Date: _____