

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you an offer of employment at [Company Name] for the position of [Job Title]. We were impressed with your background and are excited about the potential you bring to our team.

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

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

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

****Supervisor:**** [Supervisor's Name]

****Salary:**** [Salary]

****Employment Type:**** [Full-time/Part-time/Temporary]

****Benefits:**** [Briefly outline benefits offered]

This offer is contingent upon [any contingencies, e.g., background check, reference check]. We request that you confirm your acceptance of this offer by [Date] by signing and returning this letter.

If you have any questions regarding this offer or anything else, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

We look forward to welcoming you to [Company Name]!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

****Acceptance of Offer****

I, [Candidate's Name], accept the offer of employment for the position of [Job Title] at [Company Name] under the terms stated above.

Signature

Date