

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to extend to you an offer for the position of [Job Title] at [Company Name]. Your skills and experiences align perfectly with our goals, and we believe you will be a valuable addition to our team.

Position: [Job Title]

Start Date: [Proposed Start Date]

Salary: [Annual Salary]

Benefits: [Brief Description of Benefits]

Please confirm your acceptance of this offer by signing below and returning this letter by [Response Due Date].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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

Signature: _____

Date: _____