LOGO

Demo

body: <p>[Your Company Letterhead]</p>

<p>[Date]</p>

<p>[Candidate Name]
[Candidate Address]</p>

<p>Subject: Offer of Employment – [Job Title]</p>

<p>Dear [Candidate Name],</p>

<p>We are pleased to offer you the position of [Job Title] at [Your Company Name], commencing on [Start Date]. This offer is contingent upon successful completion of [Background Check/Other Contingencies, if any].</p>

<p>Position Summary:</p>

<p>In this role, you will be responsible for [briefly describe key responsibilities and duties]. This includes, but is not limited to, [list 2-3 key responsibilities]. A more detailed job description is attached for your review.</p>

<p>Compensation and Benefits:</p>

<p>Your annual salary will be [Salary Amount] paid [Payment Frequency, e.g., bi-weekly]. This is commensurate with your experience and qualifications. In addition to your base salary, you will be eligible for the following benefits:</p>

<p> </p>

[Benefit 1, e.g., Health Insurance]

<p> </p>

[Benefit 2, e.g., Paid Time Off]

<p> </p>

[Benefit 3, e.g., Retirement Plan]

<p> </p>