

[Your Company's Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, ZIP]

Dear [Candidate's Name],

We are delighted to extend an offer of employment to you for the position of [Job Title] at [Company Name]. After careful consideration of your qualifications, skills, and experience, we believe that you will be a valuable addition to our team.

Your employment details are as follows:

Start Date: [Date]

Reporting To: [Supervisor/Manager's Name]

Department: [Department Name]

Office Location: [Office Address]

Terms of Employment:

Employment Type: [Full-time/Part-time/Contract]

Compensation: You will receive a starting salary of [Salary Amount] per [hour/week/month/year], subject to applicable taxes and deductions. Payment will be made [bi-weekly/monthly] by [method of payment].

Benefits: You will be eligible for the company's standard benefits package, which includes [health insurance, retirement plans, paid time off, etc.], as per the company's policies.

Working Hours: Your regular working hours will be [specific hours], [days of the week], with [lunch/break] breaks as per the company's policies.

Probationary Period: This offer is subject to a probationary period of [number of months], during which your performance will be evaluated.

Please note that your employment with [Company Name] is contingent upon successfully completing [background checks, reference checks, drug tests, etc.] as required by the company's policies.

To accept this offer, please sign and return a copy of this letter by [Acceptance Deadline], indicating your acceptance of the terms and conditions outlined herein. If you have any questions or require further clarification, please feel free to contact [Human Resources/Contact Person] at [contact information].

We are excited about the possibility of you joining our team, and we look forward to your positive response. Welcome aboard!

Yours sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP]

[Attach a copy for the candidate to sign and return]