{{CurrentDate}}

Dear {{Name}},

We are delighted to extend to you an offer for the position of **{{Position}}** at **{{CompanyName}}**. Your official start date will be **{{StartDate}}**.

At {{CompanyName}}, we believe our people are our greatest strength. We are confident that your skills and enthusiasm will make a valuable contribution to our team.

Please review the attached details of your employment package. Should you accept this offer, kindly reply by {{ResponseDeadline}}.

We look forward to welcoming you aboard and working together toward shared success.

Warm regards,

**{{HRName}}**

Human Resources Manager

{{CompanyName}}

{{HREmail}} | {{HRPhone}}