

Employment Offer for [Designation]

Dear Jane Smith,

We are pleased to offer you the position of HR Manager at Your Company. After careful consideration of your skills and qualifications, we believe you will be a valuable addition to our team.

Your employment will commence on 2025-03-17. Your total compensation and benefits package will be shared in a separate document. Kindly review the attached details and confirm your acceptance by signing and returning this letter by [OfferAcceptanceDeadline].

As part of your onboarding process, you will need to complete the required documentation and background verification. Further details will be provided to you by our HR team.

We look forward to welcoming you aboard and working together for a successful future.

Best regards,
Recruitment Team
Your Company