

[Date]

[Candidate Name] [Candidate Address] [City, State, Zip Code]

Subject: Offer of Employment with [Company Name]

Dear [Candidate Name],

On behalf of [Company Name], I am delighted to extend to you an offer of employment for the position of **[Job Title]**. We were incredibly impressed with your qualifications and experience during the interview process, and we are confident that you will be a valuable addition to our team.

This letter outlines the terms and conditions of your offer.

Your Role

- Position:** [Job Title]
- Reporting To:** [Manager's Name], [Manager's Title]
- Start Date:** Your anticipated start date will be **[Start Date]**.
- Location:** [Office Location / Remote Work Details]

We believe your skills will be instrumental in [mention a key responsibility or project], and we look forward to your contributions.

Compensation & Benefits

- Base Salary:** Your starting salary will be **\$[Annual Salary]** per year, payable in [bi-weekly/semi-monthly] installments, subject to standard payroll deductions.
- Performance Bonus:** You will be eligible to participate in our annual discretionary bonus plan, based on both company and individual performance.
- Benefits Package:** As a full-time employee, you will be eligible for our comprehensive benefits package, which includes:
 - Medical, Dental, and Vision Insurance
 - Retirement Savings Plan (401k) with **Company Match**
 - [Number] days of Paid Time Off (PTO) annually
 - Paid Company Holidays
 - Professional Development and Training Opportunities

Further details on these benefits will be provided in your new hire orientation package.

Offer Contingencies

This offer of employment is **contingent upon** the successful completion of the following:

- A satisfactory background check and reference check.
- Verification of your legal right to work in the [Country].

Acceptance of Offer

We are very excited about the prospect of you joining our team. To accept this offer, please sign and return this letter by **[Offer Expiration Date]**.

Should you have any questions, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

We look forward to welcoming you to [Company Name].

Sincerely,

[Your Name] [Your Title] [Company Name]

Accepted and Agreed:

[Candidate Name]

Date: _____