letterdate

Dear firstname lastname:

Congratulations! On behalf of Company ABC’s departmentname Department, this letter serves as your offer letter.

Please review the following information regarding your employment:

|  |  |
| --- | --- |
| Appointment Type: | appointment\_type (appointment\_abbr) |
| Job Code and Title: | jobcode – jobtitle |
| Union: | unionname |
| Salary: | Step stepnumber - $hourlysalary (Hourly) |
| Supervisor: | supervisorname |
| Start Working Date: | Start date |
| Work Location: | worklocation |

To accept the offer letter, please sign at the bottom no later than signdate. If you have any questions prior to signing, please reach me by email at youremail.

Sincerely,

yourname  
Human Resources & departmentname Department

I accept this offer:

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (Signature) | (Date) |