Company Logo

Company Name

Company Address

Date

Dear [Candidate's Name],

We are pleased to extend an offer of employment to you for the position of [Designation] in the [Department] at [Company Name]. We were impressed with your qualifications and experience, and we believe that you will make a valuable addition to our team.

Below are the details of your employment offer:

Position: [Designation]

Department: [Department]

Section: [Section]

Division: [Division]

Grade: [Grade]

Location: [Location]

Salary Range: [Currency] [Salary Range From] to [Salary Range To] [Monthly/Yearly]

Candidate Type: [Candidate Type]

Visa Sponsorship: [Visa Sponsorship]

Paid Relocation: [Paid Relocation]

We offer a competitive compensation package, which includes a base salary within the specified salary range. The final salary offer is subject to negotiation based on your qualifications and experience.

As an employee of [Company Name], you will be eligible for our comprehensive benefits package, which includes [list of benefits].

This offer is contingent upon the successful completion of [any necessary background checks, drug tests, or other employment verifications].

Please review this offer letter carefully and indicate your acceptance by signing and returning a copy to us by [Acceptance Deadline]. You may contact XYZ Person at Contact Email/Phone for any questions or clarifications.

We are excited to have you join our team and look forward to working together. Welcome aboard!

Sincerely,

Your Name

Your Title

Company Name