

**[Company Logo]**

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Website URL]

[Date]

**PRIVATE AND CONFIDENTIAL**

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

**Re: Offer of Employment**

Dear [Candidate Name],

We are pleased to offer you the position of **[Job Title]** at **[Company Name]**. We were impressed with your skills and experience and believe you will be a fantastic asset to our team.

This letter outlines the terms and conditions of your employment.

**1. Position and Start Date**

Role: [Job Title]  
Start Date: [Start Date]  
Reporting To: [Manager's Name and Title]  
Work Location: [Office Address or Remote]  
Employment Status: [Full-Time / Part-Time / Contract]

**2. Compensation**

Salary: Your starting base salary will be \$[Amount] per [Year/Hour].  
Payment Schedule: [Weekly/Bi-weekly/Monthly].  
Bonus: [Optional: Annual performance bonus eligibility].

**3. Benefits**

Health Insurance: [Coverage details].  
Paid Time Off: [Number] days yearly + company holidays.  
Retirement: [401(k) / pension details].  
Other Perks: [Gym reimbursement, Education stipend, etc.].

**4. Terms of Employment**

At-Will Employment: Employment is at-will.  
Background Check: Contingent upon successful checks.  
Eligibility: Proof of right to work in [Country Name] required on Day 1.

**5. Acceptance**

Offer valid until [Expiration Date]. Please sign and return before the deadline.

We look forward to welcoming you to **[Company Name]** and are excited about your contributions!

Sincerely,

[Your Name]  
[Your Title]

[Company Name]

**ACCEPTANCE OF OFFER**

I, [Candidate Name], accept the offer of employment with [Company Name] on the terms described in this letter.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_