

[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: _____