

[Company Letterhead]

[Date]

[Candidate's Full Name]

[Candidate's Address]

Dear [Candidate's First Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Company Name]. We were impressed by your skills and experience, and we believe you will be a valuable addition to our team.

Below are the details of your offer:

1. Position: [Job Title]
2. Start Date: [Proposed Start Date]
3. Location: [Work Location]
4. Salary: [Annual Salary or Hourly Rate] - Payment Schedule: [e.g., Bi-weekly, Monthly]
5. Benefits: [Details of any additional benefits]
6. Probationary Period: [If applicable, specify duration and any terms]
7. Work Hours: [Regular Work Hours, e.g., 9:00 AM to 5:00 PM, Monday to Friday]
8. Reporting To: [Supervisor's Name and Title]
9. Contingencies: This offer is contingent upon the successful completion of [Background Check, Legal Check, etc.].

To accept this offer, please sign and return a copy of this letter by [Acceptance Deadline Date]. A copy of this letter is enclosed for your records.

We are excited about the prospect of you joining our team and look forward to your positive response. If you have any questions or need further information, please do not hesitate to contact [Contact Person's Name and Title] at [Contact Phone Number] or [Contact Email Address].

Sincerely,

[Your Full Name]

[Your Job Title]

[Company Name]

Acceptance of Offer

I, [Candidate's Full Name], accept the offer for the position of [Job Title] at [Company Name] as outlined in the offer letter dated [Date].

Signature: _____

Date: _____