[Date]

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

Dear [Candidate Name],

On behalf of [Company Name], I am pleased to offer you the position of [Job Title]. We were impressed with your experience and believe you will be a valuable addition to our team.

The terms of your employment are as follows:

- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name], [Manager Title]
- **Base Salary:** $[Amount] per [Year/Hour]
- **Classification:** [Full-time/Part-time], [Exempt/Non-exempt]

In addition to your salary, you will be eligible for [Company Name]'s benefits package, which includes [mention key benefits such as health insurance, retirement plans, and paid time off]. Detailed information regarding these benefits will be provided during your orientation.

This offer is contingent upon the successful completion of [mention contingencies, e.g., a background check and drug screening]. Employment with [Company Name] is "at-will," meaning either you or the company may terminate the employment relationship at any time, with or without cause or notice.

To accept this offer, please sign and return this letter by [Expiration Date].

We look forward to having you join our team.

Sincerely,

[Signature]
[HR Director Name]
Director of Human Resources
[Company Name]

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**Acceptance:**

I, [Candidate Name], accept the offer of employment as [Job Title] under the terms and conditions outlined above.

Signature: _____ Date: _____