

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

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 valuable asset to our team.

Position Details:

- **Job Title:** [Job Title]
- **Reporting to:** [Manager Name/Title]
- **Start Date:** [Start Date]
- **Employment Status:** [Full-time/Part-time/Contract]

Compensation and Benefits:

- **Salary:** \$[Amount] per [Year/Hour]
- **Payment Schedule:** Paid on a [Weekly/Bi-weekly/Monthly] basis.
- **Benefits:** [List key benefits, e.g., Health insurance, 401k, Paid time off].

This offer is contingent upon [mention contingencies, e.g., background check, reference check, or proof of eligibility to work].

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

We look forward to having you join our team.

Sincerely,

[Sender Signature]

[Sender Name]

[Sender Title]

Acceptance:

I, [Candidate Name], accept the offer for the position of [Job Title].

Signature: _____ Date: _____