

[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 full-time position of **[Job Title]** at [Company Name]. We were impressed with your skills and experience and believe you will be a valuable addition to our team.

**Position Details:**

- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name], [Manager Title]
- **Salary:** [Annual/Monthly] gross salary of [Amount], payable in accordance with the company's standard payroll schedule.
- **Work Schedule:** [Days of week, e.g., Monday to Friday], from [Start Time] to [End Time].

**Benefits:**

As a full-time employee, you will be eligible for [Company Name]'s benefits package, which includes [list benefits such as health insurance, retirement plans, paid time off, etc.], subject to the terms of the company policy.

**Conditions of Employment:**

This offer is contingent upon [mention contingencies such as background checks, reference checks, or proof of eligibility to work].

Please indicate your acceptance of this offer by signing and returning this letter by [Deadline Date].

We look forward to welcoming you to the team.

Sincerely,

[Sender Name]  
[Sender Title]  
[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: \_\_\_\_\_