

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

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

Subject: Offer of Full-Time Employment

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 we believe you will be a valuable addition to our team.

Position Details:

- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name], [Manager Title]
- **Work Location:** [Office Address/Remote]

Compensation and Benefits:

- **Salary:** Your starting gross annual salary will be \$[Amount], payable in [Monthly/Bi-weekly] installments.
- **Equity/Bonuses:** [Detail any sign-on bonuses or stock options, if applicable].
- **Benefits:** You will be eligible for [Health insurance, 401k, etc.] as per company policy.
- **Paid Time Off:** You will be entitled to [Number] days of paid vacation per year.

Terms of Employment:

This offer is contingent upon the successful completion of [Background checks/Reference checks/Drug screenings]. 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.

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

We look forward to welcoming you to the team!

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance:

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

Signature: _____ Date: _____