

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. This letter outlines the terms and conditions of your employment.

[Insert details regarding salary, start date, and benefits here].

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

Sincerely,

[Hiring Manager Name]

[Title]

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### **Acceptance Signature**

I, [Employee Name], accept the offer of employment for the position of [Job Title] under the terms and conditions outlined in this letter.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_