

[Your Company Name]
[Company Address]
[City, State, ZIP]
[Date]

[Candidate's Name]
[Candidate's Address]
[City, State, ZIP]

Subject: Employment Offer

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] at [Your Company Name].

Position Details

- Start Date: [Start Date]
- Salary: [Compensation]
- Reporting To: [Supervisor Name/Title]
- Employment Type: [Full-time/Part-time/Contract]

Additional Information

[Briefly outline benefits, work schedule, and any contingencies.]

Please confirm your acceptance by signing below.

[Authorized Signatory Name]
[Title]

[Candidate's Name]
Date: _____