

**Company Name**  
123 Corporate Avenue  
City, State ZIP  
Country

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

**To,**  
Candidate Name  
Candidate Address  
City, State ZIP

**Subject: Employment Offer Letter**

Dear Candidate Name,

We are pleased to offer you employment at **Company Name** for the position of **Job Title** as per the following terms:

<b>Position</b>	: Job Title
<b>Start Date</b>	: _____
<b>Location</b>	: _____
<b>Compensation</b>	: _____
<b>Reporting To</b>	: _____
<b>Other Benefits</b>	: As per company policy

Please review and sign this letter to confirm your acceptance of this offer. This employment is subject to successful completion of background verification and other company policies.

We look forward to welcoming you to our team.

Sincerely,

**Authorized Signatory**  
Company Name

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Signature

**Accepted By:**

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Candidate Signature

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