

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:

Position	: Job Title
Start Date	: _____
Location	: _____
Compensation	: _____
Reporting To	: _____
Other Benefits	: 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

Signature

Accepted By:

Candidate Signature

Date: _____