

[Company Letterhead or Company Name]  
[Company Address]  
[City, State ZIP Code]  
[Date]

[Candidate Name]  
[Candidate Address]  
[City, State ZIP Code]  
**Subject: Employment Offer Letter**

Dear [Candidate Name],

We are pleased to offer you the position of **[Job Title]** at **[Company Name]**. We believe that your skills and experience will be an ideal fit for our team.

The terms and conditions of your employment are as follows:

Position:	[Job Title]
Start Date:	[Start Date]
Compensation:	[Salary/Hourly Rate]
Working Hours:	[Working Hours & Days]
Reporting To:	[Supervisor Name/Title]
Employment Type:	[Full-time/Part-time/Temporary]

Additional details regarding your benefits, company policies, and other terms of employment will be provided in your onboarding packet.

This offer is contingent upon completion of all [Company Name] hiring requirements, including [background checks/references, etc.].

Please confirm your acceptance of this offer by signing below and returning a copy to us by [Acceptance Deadline].

We look forward to having you join our team.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_