

Employee Offer Letter

Date: _____

Candidate Name: _____

Address: _____

Dear _____,

We are pleased to offer you the position of _____ at _____.

Offer Details

Start Date: _____

Salary: _____

Employment Type: Full-Time / Part-Time / Contract

Reporting To: _____

Benefits: As per company policy

Please sign and return this letter as confirmation of your acceptance.

Signature (Employee)
Date

Signature (Employer)
Date