

# 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