

[Company Name]

[Company Address Line 1]
[Company Address Line 2]
[City, State, ZIP Code]

[Date]

[Candidate Name]
[Candidate Address Line 1]
[Candidate Address Line 2]
[City, State, ZIP Code]

Subject: Formal Employment Offer Letter

Dear [Candidate Name],

We are pleased to offer you the position of **[Job Title]** at **[Company Name]**. Your skills and experience will be a valuable addition to our team.

Position: [Job Title]

Start Date: [Start Date]

Salary: [Salary Details]

Reporting To: [Manager/Supervisor Name]

This offer is contingent upon the successful completion of [background verification/other conditions if any]. Detailed terms and conditions of your employment will be provided in the official employment agreement.

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Date].

We look forward to welcoming you to our team.

Sincerely,

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

Signature
[Candidate Name]
Date: _____