

Employment Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

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

Employment Details:

- **Start Date:** [Insert Start Date]
- **Salary:** \$[Insert Salary] per [year/month/hour]
- **Work Schedule:** [Insert Work Schedule]
- **Location:** [Insert Location]

Benefits:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

This offer is contingent upon [Insert any contingencies such as background checks, references, etc.].

Please indicate your acceptance of this offer by signing and returning this letter by [Insert Deadline].

We look forward to welcoming you to [Company Name]!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]