

# Employment Contract Offer

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]. This is an entry-level position, and we believe that your skills and enthusiasm will make you a valuable addition to our team.

## Position Details:

- **Start Date:** [Insert Start Date]
- **Salary:** [Insert Salary]
- **Work Hours:** [Insert Work Hours]
- **Location:** [Insert Location]

## Benefits:

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

Please sign and return this letter by [Insert Deadline] to confirm your acceptance of this offer. We look forward to welcoming you to [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

**Acceptance:** I, [Candidate's Name], accept the position of [Job Title] at [Company Name] as outlined in this offer letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_