

Employment Contract Offer

Date: [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 expected start date will be [Start Date].

The terms of your employment are as follows:

- **Salary:** [Annual Salary]
- **Benefits:** [List of Benefits]
- **Work Hours:** [Work Hours]
- **Location:** [Work Location]

Please review the terms carefully. If you accept this offer, please sign and return a copy by [Response Deadline].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]