

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 a long-term employment position at [Company Name] as a [Job Title]. Your start date will be [Start Date]. This offer is contingent upon [any contingencies, e.g., background check, reference check].

Your base salary will be [Salary Amount] per [year/month/hour], payable in accordance with the company's standard payroll schedule. In addition to your salary, you will also be eligible for [mention bonuses, benefits, or other perks].

Your standard working hours will be from [Start Time] to [End Time], [Days of Work]. You will report directly to [Supervisor's Name], [Supervisor's Title].

Please sign and return a copy of this letter by [Response Deadline] to confirm your acceptance of this offer. We are excited about the possibility of you joining our team and contributing to our success.

If you have any questions or need further information, please do not hesitate to reach out.

Best regards,

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

Accepted by: _____

[Candidate's Name]

Date: _____