

Onboarding 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 enthusiasm will be a valuable addition to our team.

Your starting date will be [Start Date], and you will report directly to [Manager's Name], [Manager's Title]. Your starting salary will be [Salary Amount] per year, and you will be eligible for [benefits, bonuses, etc.].

Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline]. We are excited to welcome you to the team!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

Accepted by:

[Candidate's Name]

Date: _____