

Recruitment Offer Letter

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name]. We were impressed by your enthusiasm and potential during the interview process, and we believe you will be a valuable addition to our team.

Your starting salary will be [Salary Amount] per annum, with additional benefits including [list any benefits, e.g., health insurance, retirement plan, etc.]. This position will begin on [Start Date].

Please review the attached terms and conditions of your employment. If you agree to the terms outlined, please sign and return this letter by [Deadline for Acceptance].

We look forward to welcoming you to [Company Name] and supporting you in your career journey. Should you have any questions, feel free to contact us.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]

Enclosure: Terms & Conditions