

Employment Proposal

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you a position at [Company Name] as [Job Title]. We believe that your skills and experience will be a valuable addition to our team.

Employment Details

Start Date: [Insert Start Date]

Probationary Period: [Insert Duration] (during which your performance will be evaluated).

Salary: [Insert Salary] per [hour/week/month/year].

Conditions of Employment

This offer is contingent upon satisfactory completion of the background check and reference verification.

Please sign and return this letter by [Insert Response Deadline] to confirm your acceptance of this offer.

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]