

# Offer of Employment

Date: [Insert Date]

[Candidate's Name]  
[Candidate's Address]  
[City, State, Zip]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We are excited about the skills and experience you bring to our team.

## Salary and Benefits

Your starting salary will be [Salary Amount] per [hour/year], payable in accordance with the company's standard payroll schedule. In addition to your base salary, you will be eligible for the following benefits:

- Health Insurance
- Retirement Savings Plan
- Paid Time Off
- Other Benefits

## Conditions of Employment

This offer is contingent upon [any conditions such as background checks, references, etc.]. You will be expected to start on [Start Date].

We are looking forward to having you on our team and believe you will make a significant contribution to our success. Please indicate your acceptance of this offer by signing below and returning it to us by [Response Deadline].

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]

Accepted by: \_\_\_\_\_  
[Candidate's Signature] Date: \_\_\_\_\_