

Employment Offer Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Company Name]. Your start date will be [Start Date].

As part of our onboarding process, you will receive information regarding your orientation schedule, benefits, and other important details within the next few days.

Please sign and return a copy of this letter by [Response Deadline] to confirm your acceptance of this position.

We are excited to have you join our team and look forward to your contributions at [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]