

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Employment Offer

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] at [Your Company Name]. We believe that your skills and experience will be an excellent match for our team.

Your starting salary will be [Salary Amount] per [hour/year], and you will be eligible for [benefits, bonuses, etc.]. Your start date will be [Start Date].

Please review the attached documents which outline the details of your employment, including job responsibilities, company policies, and benefits.

We are excited about the possibility of you joining our team and contributing to the success of [Your Company Name]. Please sign and return this letter by [Response Deadline].

Should you have any questions, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]