

Employment Offer Letter

[Your Company Logo]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Company Name]. We believe that your skills and experience will be a valuable addition to our team.

Position: [Job Title]

Department: [Department Name]

Start Date: [Start Date]

Your annual salary will be [Salary Amount], payable in bi-weekly installments. You will also be eligible for [mention any bonuses, benefits, or perks].

Please confirm your acceptance of this job offer by signing and returning this letter by [Deadline Date].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

Accepted by: _____ Date: _____

[Candidate's Signature]