

[Company Name]
[Company Address]
[City, State ZIP Code]
[Date]

[Candidate Name]
[Candidate Address]
[City, State ZIP Code]

Dear [Candidate Name],

We are pleased to offer you employment at [Company Name] for the position of **[Job Title]**. We were impressed with your background and qualifications, and we are excited about the potential contributions you will make to our team.

The terms and conditions of your employment are as follows:

- **Start Date:** [Start Date]
- **Position:** [Job Title]
- **Department:** [Department Name]
- **Supervisor:** [Supervisor Name, Title]
- **Salary:** [Salary Amount] per [Year/Month/Week]
- **Work Schedule:** [Hours, Days]
- **Benefits:** [Brief description of offered benefits, e.g., health insurance, paid time off, etc.]

This offer of employment is contingent upon successful completion of [background check/other conditions, if applicable].

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

We look forward to having you join our organization and are confident that you will make a valuable contribution to [Company Name]. If you have any questions, please contact us at [contact information].

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Accepted by:

[Candidate Name]
Date: _____