

Offer of Employment

[Date]

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

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] with [Company Name]. Your expected start date will be [Start Date], and you will report to [Supervisor Name].

Position: [Full-time/Part-time], [Exempt/Non-exempt]

Salary: [Salary Amount] per [Year/Month/Week]

Work Location: [Office Location/Remote]

Your employment with [Company Name] will be subject to the terms and conditions outlined in the employee handbook and company policies. This offer of employment is contingent upon verification of your eligibility to work in the country and successful completion of any required background checks.

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

We look forward to having you on our team.

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

[Candidate Name]
Date: _____