[Employer Name]

[Employer Address]

[Employer Email Address]

[Employer Phone Number]

[Date]

Dear [Candidate Name],

We are pleased to extend an offer of employment with [Company Name] as a [Job Title]. After careful consideration, we’re confident you will be a great match for our team.

As the [Job Title], your responsibilities will include [Short Description of Responsibilities]. If you accept, you will report to [Manager Name] and begin work on [Start Date].

The starting salary for this position is [Base Salary] paid [Frequency] by [Payment Method]. You will also be eligible for [Bonus Compensation Details] and [Benefits].

To accept this offer, please sign and return this letter by [Response Due Date].

If you have any questions, please reach out to [Contact Information].

Congratulations and welcome to [Company Name]!

Sincerely,

[Your Name and Job Title]

**Signatures**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date