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[Your Company's Logo or Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[Candidate's City, State, ZIP]

Dear [Candidate's Name],

We are pleased to extend an offer of employment to you for the position of [Job Title] at [Your Company's Name]. After carefully considering your qualifications and experience, we believe you will be a valuable addition to our team.

Below are the details of our offer:

Job Title: [Job Title]

Department: [Department]

Location: [Office Location]

Start Date: [Start Date]

Salary: [Salary]

Benefits: [Benefits Package]

Working Hours: [Working Hours]

Reporting to: [Supervisor/Manager's Name]

Please review this offer thoroughly, and if you have any questions or concerns, feel free to contact us. We kindly request that you respond by [Response Deadline], indicating your acceptance or rejection of this offer.

Upon acceptance, we will provide you with the necessary paperwork to complete for employment, including any additional details about the onboarding process.

Please note that this offer is contingent upon completing background checks, reference checks, and any other necessary pre-employment requirements.

We look forward to your positive response and the opportunity to welcome you to our team. We are confident that your skills and expertise will contribute to the success of our organization.

Thank you for considering this opportunity with [Your Company's Name]. We believe you will find your experience with us professionally and personally rewarding.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]