

## CONFIDENTIAL

[Date]

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

Dear [Candidate Name],

We are pleased to offer you the full-time permanent position of **[Job Title]** at **[Company Name]**. We were impressed with your qualifications and believe you will be a valuable addition to our team.

### Position Details:

- **Reporting To:** [Manager Name/Title]
- **Start Date:** [Start Date]
- **Work Location:** [Office Address / Remote]

### Compensation and Benefits:

- **Base Salary:** \$[Amount] per [Year/Hour]
- **Payment Schedule:** [Bi-weekly/Monthly]
- **Bonus Eligibility:** [Details of bonus structure, if applicable]
- **Benefits:** You will be eligible for [Health Insurance, 401k, Paid Time Off, etc.] subject to the terms of the company policies.

### Confidentiality:

This offer and its contents are strictly confidential. By accepting this offer, you agree not to disclose the terms of your employment or compensation to any third party. Additionally, your employment is contingent upon the signing of our standard Non-Disclosure Agreement (NDA).

### Contingencies:

This offer is contingent upon the successful completion of [Background Check, Reference Check, Drug Screening, or I-9 Eligibility Verification].

### At-Will Employment:

Please note that employment with [Company Name] is "at-will," meaning that either you or the company may terminate the employment relationship at any time, with or without cause or notice.

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

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]

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**Acceptance:**

I, [Candidate Name], accept the offer of employment as [Job Title] under the terms and conditions outlined in this letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_