

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

[Date]

[Candidate Name]
[Candidate Address]

Dear [Candidate Name],

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

Position Details:

- **Start Date:** [Start Date]
- **Reporting To:** [Manager Name/Title]
- **Salary:** \$[Amount] per [Year/Hour]
- **Pay Frequency:** [Monthly/Bi-weekly]

Benefits:

As a permanent employee, you will be eligible for our benefits package, which includes:
[List benefits such as Health Insurance, 401k, Paid Time Off, etc.]

Terms of Employment:

This offer is contingent upon the successful completion of [Background Check/Drug Screen/Reference Check]. Please note that employment with [Company Name] is "at-will," meaning 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].

We look forward to welcoming you to the team.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Candidate Name], accept the offer for the position of [Job Title].

Signature: _____ Date: _____