

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

[Date]

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

Subject: Offer of Employment

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 skills and believe you will be a valuable addition to our team.

Position Details:

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

Compensation and Benefits:

- **Salary:** Your starting gross annual salary will be \$[Amount], payable in [Monthly/Bi-weekly] installments.
- **Benefits:** You will be eligible for [Health Insurance, Dental, Retirement Plans, etc.] as per company policy.
- **Paid Time Off:** You will accrue [Number] days of paid vacation per year, in addition to public holidays.

Terms of Employment:

This offer is contingent upon the successful completion of [Background Checks / Reference Checks / Drug Screening]. Please note that employment at [Company Name] is at-will, meaning either you or the company can terminate the relationship at any time, with or without cause.

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

We look forward to welcoming you to the team.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Candidate Name], accept the offer of employment as [Job Title] under the terms described above.

Signature: _____ Date: _____