

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Exclusive Offer of Employment

Dear [Candidate Name],

We are pleased to offer you the full-time, permanent position of [Job Title] at [Company Name]. Based on your experience and skills, we believe you will be a valuable asset to our team.

Commencement Date: Your employment will begin on [Start Date].

Reporting Manager: You will report to [Manager Name], [Manager Title].

Compensation: Your starting gross annual salary will be \$[Amount], payable in [Monthly/Bi-weekly] installments, subject to standard payroll deductions.

Benefits: As a permanent employee, you will be eligible for the following benefits, subject to company policy:

- [Medical/Dental/Vision Insurance]
- [Paid Time Off/Vacation Days]
- [Retirement/401k Plan]
- [Bonus Structure, if applicable]

Exclusivity: This is an exclusive offer for permanent placement. By accepting this offer, you confirm that you are not currently under any contractual obligations that would prevent you from fulfilling the duties of this role.

Conditions: This offer is contingent upon the successful completion of [Background Checks/Reference Checks/Drug Screening].

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

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the offer of employment for the position of [Job Title] under the terms and conditions outlined above.

Signature: _____ Date: _____