

[Date]

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

Dear [Candidate Name],

On behalf of [Client Company Name], we are pleased to formally offer you the position of [Job Title]. This offer follows the executive search process conducted by [Recruitment Firm Name].

Position and Duties:

In this role, you will report to [Hiring Manager Name/Title]. Your primary responsibilities will include [Brief Description of Key Duties].

Compensation:

Your starting base salary will be \$[Amount] per [Year/Month], payable in accordance with the company's standard payroll schedule.

Bonus and Incentives:

You will be eligible for [Description of Bonus Structure/Sign-on Bonus/Equity], subject to the terms of the company policy.

Benefits:

You will be eligible to participate in the company's comprehensive benefits program, which includes [Health Insurance, Retirement Plans, Paid Time Off, etc.]. Full details will be provided in your orientation package.

Start Date:

Your anticipated start date is [Date].

Conditions of Employment:

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

Please indicate your acceptance of this offer by signing and returning this letter by [Expiration Date].

We look forward to having you join the team at [Client Company Name].

Sincerely,

[Sender Name]
[Title]
[Client Company Name / Recruitment Firm Name]

Acceptance:

I accept the offer of employment as outlined above.

Signature: _____ Date: _____