

[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 skills and experience, and we believe you will be a valuable addition to our team.

Employment Details:

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

Compensation and Benefits:

- **Salary:** Your starting gross salary will be \$[Amount] per [Year/Month], payable in accordance with the company's standard payroll schedule.
- **Bonus:** [Detail any sign-on or performance bonuses, or delete if not applicable].
- **Benefits:** You will be eligible for [list key benefits, e.g., Health Insurance, 401k, Paid Time Off], subject to the terms of the company policy.

Terms of Employment:

This offer is contingent upon [successful completion of background checks/reference checks/proof of eligibility to work]. This position is an "at-will" employment relationship, meaning either you or the company may terminate the employment 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 having you join the team.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

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

Signature: _____ Date: _____