

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

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

Subject: Unconditional Offer of Permanent Employment

Dear [Candidate Name],

We are pleased to offer you the permanent position of [Job Title] at [Company Name]. Having completed our vetting and interview process, we are satisfied that all recruitment requirements have been met. This is an unconditional offer of employment.

Employment Details:

- **Position:** [Job Title]
- **Commencement Date:** [Start Date]
- **Reporting Manager:** [Manager Name/Title]
- **Base Salary:** [Amount] per [Year/Month]
- **Working Hours:** [Number] hours per week
- **Location:** [Office Location/Remote]

Benefits:

As a permanent employee, you will be entitled to [mention key benefits, e.g., health insurance, retirement plans, paid time off], as outlined in our company policy.

Terms and Conditions:

Your employment will be governed by the terms set forth in the attached Formal Employment Contract. Since this offer is unconditional, no further background checks or references are required prior to your start date.

Please indicate your acceptance of this offer by signing and returning a copy of this letter and the enclosed contract by [Expiry Date].

We look forward to welcoming you to the team.

Sincerely,

[Signature]

[Sender Name]
[Sender Title]

Acceptance:

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

Signature: _____ Date: _____