

Date: [Date]

To: [Candidate Name]

Address: [Candidate Address]

Subject: Offer of Employment - Customer Service Representative

Dear [Candidate Name],

We are pleased to offer you the position of Customer Service Representative at [Company Name]. Based on your assessment and interview, we believe your skills are a great fit for our team.

Employment Details:

- **Start Date:** [Date]
- **Training Period:** [Number] weeks
- **Shift Schedule:** [Shift Details/Rotational]
- **Base Salary:** [Amount] per [Hour/Month]
- **Reporting Manager:** [Manager Name]

Onboarding Requirements:

This offer is contingent upon the successful completion of the following:

- Background check and reference verification.
- Submission of identification and right-to-work documents.
- Signed non-disclosure and employment agreements.

Acceptance:

To accept this offer, please sign and return this letter by [Deadline Date]. We will follow up with details regarding your first day and equipment pickup (if applicable).

We look forward to having you on our team.

Sincerely,

[Sender Name]

[Job Title]

[Company Name]

Candidate Acceptance:

I accept the offer for the Customer Service Representative position.

Signature: _____ Date: _____