

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

**Subject: Offer of Employment - [Job Title]**

Dear [Candidate Name],

Following our recent mass recruitment drive, we are pleased to offer you the position of [Job Title] at [Company Name]. We were impressed with your skills and believe you will be a valuable addition to our retail team.

Please find the details of your placement below:

- **Store Location:** [Store Name/Branch Number]
- **Start Date:** [Date]
- **Reporting Manager:** [Manager Name/Title]
- **Base Salary:** [Amount] per [Hour/Month]
- **Employment Status:** [Full-time/Part-time/Seasonal]
- **Shift Schedule:** [Details of shift rotation or fixed hours]

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

To accept this offer, please sign and return this letter by [Deadline Date]. On your first day, please bring original copies of your identification documents for employment verification.

We look forward to welcoming you to the [Company Name] team.

Sincerely,

[Sender Name]

[Title]

[Company Name]

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**Acceptance:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_