

Date: [Date]

To: [Candidate Name]

Address: [Candidate Address]

Subject: Offer of Employment

Dear [Candidate Name],

Following your recent application and interview, we are pleased to offer you the position of [Job Title] at [Company Name].

The details of your offer are as follows:

- **Position:** [Job Title]
- **Department:** [Department Name]
- **Start Date:** [Start Date]
- **Reporting Manager:** [Manager Name]
- **Salary:** [Amount] per [Hour/Month/Year]
- **Location:** [Work Location/Remote]

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

Please find the detailed Terms and Conditions of Employment and the Employee Handbook attached. To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to having you join our team.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

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

Signature: _____

Date: _____