

Date: [Date]

Candidate Name: [Candidate Name]

Address: [Candidate Address]

**Subject: Offer of Employment - Warehouse Associate**

Dear [Candidate Name],

We are pleased to offer you a position as a **Warehouse Associate** at [Company Name]. We were impressed with your skills and look forward to having you join our operations team.

**Employment Details:**

- **Start Date:** [Start Date]
- **Location:** [Warehouse Address/Facility Name]
- **Shift:** [Shift Schedule, e.g., Mon-Fri, 8:00 AM - 4:30 PM]
- **Reporting To:** [Supervisor Name/Title]

**Compensation and Benefits:**

- **Hourly Rate:** \$[Amount] per hour
- **Pay Frequency:** [Weekly/Bi-weekly]
- **Benefits:** [List basic benefits, e.g., Health insurance, 401k, Paid Time Off]

**Conditions of Employment:**

This offer is contingent upon the successful completion of [Pre-employment checks, e.g., background check, drug screening, and verification of right to work].

**Onboarding Requirements:**

On your first day, please bring original documents to verify your identity and employment eligibility. Please wear [Required Attire, e.g., steel-toed boots and comfortable clothing].

To accept this offer, please sign and return this letter by [Expiration Date].

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 of employment as a Warehouse Associate under the terms outlined above.

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