

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

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

Subject: Offer Confirmation for [Job Title]

Dear [Candidate Name],

Following your successful interview process, we are pleased to confirm our offer of employment for the entry-level position of [Job Title] at [Agency Name].

Please find the details of your offer below:

- **Start Date:** [Date]
- **Base Salary:** [Amount] per [Year/Month]
- **Commission Structure:** [Details of bonus or commission]
- **Reporting Manager:** [Manager Name], [Job Title]
- **Working Hours:** [e.g., 9:00 AM to 5:30 PM, Monday to Friday]
- **Location:** [Office Address / Remote]

In this role, your primary responsibilities will include candidate sourcing, database management, and supporting the recruitment lifecycle. This offer is contingent upon the successful completion of [Background Checks/Reference Checks].

Please confirm your acceptance of this offer by signing and returning this letter by [Deadline Date]. We will follow up with your formal employment contract and onboarding materials shortly.

We look forward to welcoming you to the team.

Best regards,

[Your Name]
[Your Title]
[Agency Name]

Acceptance:

I, [Candidate Name], accept the offer for the position of [Job Title].

Signature: _____ Date: _____