[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Candidate’s Name]

[Candidate’s Address]

[City, State, ZIP Code]

**Subject: Job Offer for [*Position Title*]**

Dear [Candidate’s Name],

We are pleased to offer you the position of [Position Title] at [Your Company Name], reporting to [Manager/Supervisor’s Name]. We are excited about the prospect of you joining our team and contributing to our success.

**Position Details**

* Start Date: [Proposed Start Date]
* Location: [Work Location]
* Employment Type: [Full-time/Part-time/Contract/Temporary]
* Salary: $[Amount] per [Hour/Month/Year], paid in accordance with the company’s standard payroll schedule.
* Benefits: [Brief overview of benefits, e.g., “Health insurance, retirement plan, and paid time off, in accordance with company policies.”]

**Responsibilities**

In this role, you will be responsible for [*briefly describe key responsibilities or refer to the job description attached*].

**Conditions of Employment**

This offer is contingent upon:

1. [*Successful completion of a background check (if applicable).*]
2. [*Verification of your right to work in [Country/State].*]
3. [*Execution of confidentiality or non-compete agreements (if required).*]

**At-Will Employment**

Your employment with [Your Company Name] will be on an “at-will” basis, meaning either you or the company may terminate the employment relationship at any time, with or without cause or notice, subject to applicable laws.

**Acceptance of Offer**

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [*Deadline, e.g., “five business days from the date of this letter*”].

We are confident that you will make a significant contribution to our team and look forward to welcoming you to [Your Company Name]. If you have any questions or need further information, please contact [Contact Person’s Name], [Title], at [Email Address/Phone Number].

Yours sincerely,

[NAME]

[TITLE

[COMPANY NAME]

Signature: .........................................

**Acknowledgment and Acceptance of Job Offer**

I, [Candidate’s Name], accept the position of [Position Title] with [Your Company Name] under the terms outlined in this letter.

Signature: .........................................

[NAME]

[DATE]