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[Your Company's Logo or Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[Candidate's City, State, ZIP]

Dear [Candidate's Name],

We are delighted to extend an offer of employment to you for the position of [Job Title] at [Your Company's Name]. After thoroughly evaluating your qualifications, experience, and interview performance, we are confident you will significantly contribute to our organization.

Position Details:

* Job Title: [Job Title]
* Department: [Department]
* Reporting to: [Supervisor/Manager's Name]
* Location: [Office Location]
* Start Date: [Start Date]

Terms of Employment:

* Employment Type: [Full-time/Part-time/Contract]
* Working Hours: [Working Hours]
* Compensation: [Salary/Rate/Package]
* Pay Frequency: [Monthly/Bi-weekly]
* Benefits: [Healthcare, Dental, Vision, Retirement Plans, etc.]
* Vacation/Leave: [Number of days or policy]
* Probationary Period: [Duration, if applicable]
* Other Perks or Incentives: [If applicable]

Responsibilities and Duties:

* [Clearly outline the primary responsibilities and duties of the position. You can include a bulleted list or paragraph format to provide a comprehensive overview.]

Requirements:

* [List the key qualifications and skills necessary for the position. Include both required and preferred qualifications to provide clarity.]

Offer Acceptance:

* We kindly request that you respond by [Response Deadline], indicating your acceptance or rejection of this offer.
* If you have any questions or require further clarification, please contact [Contact Name] at [Contact Email/Phone Number].

Pre-Employment Conditions:

* The offer of employment is contingent upon the successful completion of the following conditions:
	+ Background Check: [Specify the type of background check to be conducted]
	+ Reference Checks: [Specify the number of references required and any specific instructions]
	+ [Other Pre-employment Conditions, if applicable]

All information shared with our organization during the hiring process will remain confidential.

To accept this offer, please sign and return the enclosed copy of this letter indicating your acceptance of the terms and conditions outlined herein. Additionally, we will provide you with the necessary paperwork to complete for employment, including any additional details about the onboarding process.

We are excited about possibly having you join our team and look forward to working with you. We believe that your skills and expertise will contribute significantly to the success of our organization.

Thank you for considering this opportunity with [Your Company's Name]. Please do not hesitate to reach out if you require any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]