[A number seven and a black background

Description automatically generated](https://firsthr.app/)

**Download more free templates from** [**firsthr.app**](http://firsthr.app/)

[Your Company's Letterhead or Logo]

[Date]

[Candidate's Name]

[Candidate's Address]

[Candidate's City, State, ZIP]

Dear [Candidate's Name],

We are pleased to extend our offer of employment to you for the position of [Job Title] at [Company Name]. We were impressed by your qualifications and believe that your skills and experience make you an excellent fit for our organization.

Job Offer Details:

* Position: [Job Title]
* Department: [Department]
* Start Date: [Proposed Start Date]
* Employment Type: [Full-time/Part-time/Contract]
* Compensation: [Salary/Rate]
* Benefits: [List any applicable benefits or perks]
* Reporting to: [Supervisor/Manager's Name and Position]
* Location: [Office Location]

Conditions of Employment:

1. Background Check: [Specify if a background check is required]
2. Drug Test: [Specify if a drug test is required]
3. Employment Documentation: [Specify any required employment documentation, such as proof of eligibility to work]
4. Confidentiality Agreement: [Specify if a confidentiality agreement is required]

Please review this offer carefully and inform us of your acceptance by [Acceptance Date]. If you have any questions or require further information, please don't hesitate to contact [Contact Name] at [Contact Email/Phone Number].

We look forward to having you join our team and contributing to the success of [Company Name]. We believe that your skills and expertise will be valuable assets to our organization, and we are excited about the contributions you will make.

Once again, congratulations on your offer of employment!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company City, State, ZIP]

[Company Phone Number]

[Company Email]