Subject: Job Offer for [Job Title] at [Company Name]

Dear [Candidate's Name],

We are pleased to extend an offer of employment to you for the position of **[Job Title]** with **[Company Name]**. After reviewing your qualifications and performance throughout the interview process, we believe you will be an excellent fit for our team and look forward to welcoming you onboard.

Here are the details of your offer:

- **Position:** [Job Title]

- **Start Date:** [Proposed Start Date]

- **Employment Type:** [Full-Time/Part-Time/Contractor]

- **Reporting To:** [Manager's Name]

- **Work Location:** [Office Address/Remote]

Compensation and Benefits:

- **Salary:** [Base Salary] per [year/month], paid on a [bi-weekly/monthly] basis

- **Bonus Structure:** [If applicable]

- **Benefits:** You will be eligible for our employee benefits package, which includes [list benefits, e.g., health insurance, retirement plan, etc.].

- **Vacation/Paid Time Off:** You will receive [number of days] of paid vacation annually, in addition to company holidays.

- **Other Benefits/Perks:** [Any additional perks or benefits]

This offer is contingent upon the successful completion of [any contingencies, such as background checks, drug screenings, reference checks, etc.], and you will be required to sign and comply with our company's standard [employment agreement, NDA, non-compete, etc.].

Please confirm your acceptance of this offer by signing and returning a copy of this letter by **[Offer Expiry Date]**. If you have any questions or need additional clarification, feel free to reach out to us at [HR contact information].

We are excited about the opportunity to work with you and are confident that you will contribute greatly to the continued success of [Company Name].

We look forward to your response and welcoming you to our team!

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]

Acceptance Section

Acceptance of Job Offer

I, **[Candidate's Name]**, accept the offer for the position of **[Job Title]** at **[Company Name]** under the terms outlined above.

Signature: _____

Date: _____