[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am pleased to extend to you an offer of employment for the position of [Job Title] at [Company Name], effective [Start Date]. We are excited to welcome you to our team and believe that your skills and experience will be a valuable addition to our organization.

Here are the key details of your employment offer:

Position: [Job Title]

Department: [Department Name]

Location: [Office Location]

Start Date: [Start Date]

Employment Type: [Full-time/Part-time]

Compensation: $[Annual Salary/Hourly Rate]

Benefits: [List any applicable benefits, such as health insurance, retirement plans, etc.]

Duties and Responsibilities:

[Provide a brief overview of the main duties and responsibilities associated with the position.]

Reporting Relationship:

[Explain who the new employee will report to and any direct reports, if applicable.]

Work Schedule:

[Specify the typical work hours and days of the week.]

Probationary Period:

[Indicate if there is a probationary period and its duration, if applicable.]

Termination Clause:

[Include any relevant information about the termination process and notice period.]

Confidentiality Agreement:

[If applicable, mention any confidentiality or non-disclosure agreements that need to be signed.]

Other Terms and Conditions:

[Include any other relevant terms and conditions of employment.]

Please review this offer carefully and let us know if you have any questions or require clarification on any of the terms. To formally accept this offer, please sign and return a copy of this letter to us by [Acceptance Deadline], either via email or regular mail. Additionally, please provide any requested documents or information for our onboarding process.

We are excited about the opportunity to have you join our team and look forward to your positive contribution to [Company Name]. If you accept this offer, we will provide you with further information about your onboarding process, including orientation and necessary paperwork.

Once again, congratulations on your new position, and we are thrilled to welcome you to our organization.

Sincerely,

[Your Name]

[Your Title]