

[Add company letterhead here]

Dear [Candidate Full Name],

We are excited to extend an offer of employment for the role of [position title] at [company name], with an anticipated start date of [desired start date].

The starting salary for this position is [dollar amount] per [hour or year]. Payment occurs on a [weekly, biweekly, monthly, etc.] basis, starting on [date of first pay period], and is issued via [check, direct deposit, etc.].

In addition, you will be eligible for the following benefits: [insurance, paid time off, mileage reimbursement, etc.]. More details about these benefits will be addressed by the Human Resources department during your onboarding process.

The expectations of this position are [description of role and responsibilities]. You will be reporting to [supervisor name and title], who can be reached at [supervisor phone number or email address].

Your employment with [company name] will be dependent on the following contingencies: [background check, drug screening, etc.].

Please confirm your acceptance of the [role title] position, as well as all of the above terms and conditions, by signing this letter and returning it to [contact name] by [date].

Sincerely,

[Your Name and Title]