

Employment Offer Letter

Date:

Candidate Name:

Address:

Dear ,

We are pleased to offer you the position of at . Your expected start date will be .

The terms of your employment are as follows:

- Annual Salary: \$ USD
- Work Schedule:
- Employment Type:
- Benefits:

Please indicate your acceptance of this offer by signing and returning this letter.

Sincerely,

Signature: _____ Date: _____

Accepted by: Date: