

Full-Time Employment Offer Letter

Date:

To:

Address:

Dear ,

We are pleased to offer you full-time employment at as a . This position will begin on .

Your starting salary will be per . You will be eligible for our standard benefits package, which includes health, dental, and vision insurance, as well as paid time off and other benefits.

Your regular working hours will be , and you will report to .

Please acknowledge your acceptance of this offer by signing below.

Sincerely,

I, , accept the offer of employment described above.

Signature: Date: