

**[YOUR NAME / COMPANY NAME]**

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

[Candidate Name]

[Address]

**Subject: Offer of Employment — [Job Title]**

Dear [Candidate Name],

We are delighted to offer you the position of [Job Title] at [Company Name], reporting to [Manager Name/Title]. Your anticipated start date is [START DATE], based at [WORK LOCATION].

Your gross salary will be [AMOUNT] per [MONTH/YEAR], paid [FREQUENCY]. In addition, you will be eligible for [BENEFITS — e.g. health insurance, annual flight allowance, performance bonus]. Your working hours will be [HOURS] per week, and your annual leave entitlement is [NUMBER] days.

This offer is conditional upon [CONDITIONS — e.g. satisfactory references, proof of qualifications, medical fitness, visa/work permit approval]. A probationary period of [NUMBER] months applies, and full terms will be set out in your employment contract.

We are excited about the contribution we believe you will make. To accept, please sign and return a copy of this letter by [DEADLINE]. If you have any questions, contact [HR CONTACT] at [PHONE / EMAIL].

Yours sincerely,

[Name]

[Title], [Company Name]

I accept the above offer: Signature \_\_\_\_\_ Date \_\_\_\_\_