

[Company Letterhead]
[Date]

[Candidate Name]
[Address]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] in the [Department] at [Company Name].

Your anticipated start date will be [Start Date], and your work location will be [Office Location/Remote].

Your compensation package includes:

- Base Salary: [Amount and Currency]
- Pay Frequency: [Monthly/Biweekly]
- Benefits: [Health insurance, retirement plans, paid leave, etc.]

This offer is contingent upon [Background Check/Reference Check/Other Requirements].

Please note that this letter is not a contract of employment. [Include at-will statement if applicable.]

This offer will remain valid until [Expiration Date].

We look forward to welcoming you to our team.

Sincerely,
[Name]
[Title]
[Company]