[Date]

[Candidate Name]

[Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

Dear [Candidate's Official Name],

We are glad to officially offer you the position of [Position Name] at [Company Name]. Your talents, experience, and qualifications are a good fit for the post, and we look forward to welcoming you to our team.

Your responsibilities as [Position Name] will include the following: [Explain your obligations]. We feel that your knowledge and experience will be a tremendous asset to our organization.

Your beginning date for this position will be [starting date], as negotiated throughout the interview and job offer stages. This position has [daily or weekly hours, including start and finish time], and the role is classified as [full-time or part-time].

In terms of compensation for this position, the official pay, as negotiated during the job offer and negotiation stage, is [salary amount]. The package also includes pension plans, gratuities, and insurance plans, among other things.

The company's leave policy and other perks would be followed. The notice period should be given in accordance with business policy, as mentioned at the interview. The employee should adhere to the company's dress code.

We congratulate you on your new position and look forward to witnessing the results of your work in the coming days.

Please sign the paper if necessary and notify us of your acceptance or response to this letter by [date].

Sincerely,

[Your Name]

[Designation]

[Company Name]

[Signature]

[Association stamp and stick]