

HR

# Offer Letter

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**Date:**

**Candidate Name:**

**Candidate Address:**

Dear \_\_\_\_\_,

We are pleased to offer you the following position at our organization:

**Position Title:**

**Department:**

**Start Date:**

**Annual Salary:**

**Reports To:**

## BENEFITS & DETAILS

Please sign and return this letter by the acceptance deadline to confirm your acceptance.

**Employer Signature:**

**Employee Acceptance:**

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