**A close-up of a company logo

Description automatically generated with medium confidence**

[Company name]  
[Company address]

[Date of letter]

[Candidate first and last name]  
[Candidate address]

Dear [Mr/Miss/Mrs/Ms] [insert surname],

Congratulations are in order. We would love you to take up the role of [insert position] here at [insert company] – and very much hope you will accept the offer below.

As we mentioned, your job title will be [insert job title]. That will mean you have duties like:

* Duty #1
* Duty #2
* Duty #3

The position reports to [insert name], [insert title]. Your working hours will be [insert time] - [insert time], [insert day] to [insert day], (totally [insert total hours] hours per week).

In return, we will pay you [insert sum] each month, payable on the [insert date]. (An annual salary of [insert sum] before deductions.) This is a [permanent/temporary position] starting on [insert start date] [and ending on insert date].

Holiday entitlement: [insert days] per year

Probation period: [insert probation period]

Employee benefits:

* Benefit #1
* Benefit #2
* Benefit #3

If you have any questions, please contact me on [insert number] or [insert email address]. Otherwise please sign and return the slip below by [insert date] and we will see you at [insert time] on [insert date] to get you settled in and go through the formal contract of employment.

The team and I can't wait to start working with you. You're going to be a great addition to the company.

Yours sincerely,

[Your print name]  
[Your job title]