[Company Information or on letterhead]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

We are delighted to offer you a position at YOUR COMPANY NAME. We believe your skills and experience will be valuable assets to our team.

According to our conversation, the position is POSITION APPLIED FOR. DATE TO START will be your starting date. The enclosed employee handbook describes our company's medical and retirement benefits.

If you accept this offer, please sign and return the second copy of this letter in the space provided. For your convenience, a stamped, self-addressed envelope is enclosed.

We are delighted to welcome you as a new employee at YOUR COMPANY NAME.

Sincerely,

[Your Name]

[Title]

Enclosure