

Formal Detailed Job Offer

Subject: Offer of Employment “ [Position Name]

Dear [Candidate Name],

Following your successful application and interview, we are pleased to formally offer you the position of [Position Name] with [Company Name].

Your employment will commence on [Start Date]. The terms include:

- Salary: [Salary Details]
- Benefits: [Benefits Details]
- Working Hours: [Working Hours]
- Reporting to: [Manager Name]

Please review the attached employment contract and return a signed copy by [Deadline Date] to confirm your acceptance.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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