

Formal employment offer letter for a new hire

Subject: Employment Offer for [Position Name]

Dear [Candidate Name],

We are pleased to offer you the position of [Position Name] at [Company Name], effective [Start Date]. This offer includes a salary of [Salary Amount] per [Month/Year], along with the benefits outlined in the attached document.

Your working hours will be [Working Hours], and your reporting manager will be [Manager Name].

Please review the attached employment contract and confirm your acceptance by signing and returning it by [Deadline].

We look forward to welcoming you to our team.

Sincerely,

[Sender Name]

[Designation]

[Company Name]

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