OFFER LETTER

Full-time employment offer

[Employer name / address]

[Date] / [candidate name]

Dear [Candidate],

We are pleased to offer you the position of [role], reporting to

[manager / title], with a proposed start date of [date].

Work location and arrangement: [details].

Pay: [amount, currency and frequency]. Hours: [hours / schedule].

Benefits and leave: [approved terms or attached policy reference].

Conditions of this offer: [specific applicable conditions].

Please confirm acceptance by [date] using [response method].

Employer signature: _____ Candidate acceptance: _____