[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Street Address]

[City, ST ZIP Code]

Dear [Applicant Name],

[Company Name] is excited to bring you on board as [Job Title].

You were our top candidate out of [# of candidates]. We were really sold on your [details about candidate that made them your choice].

Below you can read details about compensation, benefits and the terms and conditions of your anticipated job with [Company Name].

[Company Name] is offering a [full time, part time, etc.] position for you as [Job Title], reporting to [immediate manager/supervisor] starting on [proposed start date] at [workplace location]. Expected hours of work are [days of week and hours of work].

We'll start you at a pay rate of [dollar amount or annual base salary] per [year, hour, etc.]. You will be paid on a [weekly, monthly, etc] basis, starting [date of next pay period].

As part of your compensation, we're also offering [If applicable, you’ll describe your bonus, profit sharing, stock options, commission structure, compensation committee here].

As an employee of [Company Name] you will be eligible for [briefly name benefits, such as health insurance, dental insurance, etc.].

Got questions? Feel free to email us or call.

Sincerely,

 [Your Name]

[Title]