

Company Name
Company Address

February 12, 2005

[Click **here** and type recipient's address]

Dear [Click **here** and type recipient's name],

We are pleased to offer you employment at XYZ company. We feel that your skills and background will be a valuable asset to our team.

Per our discussion, the position is _____ in our _____ Department. Your immediate supervisor will be _____, (Title). Your starting date will be _____. The starting salary is _____ per year(week,month,etc) and is paid on a bi-weekly basis.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

We look forward to welcoming you as a new employee at XYZ Corporation.

Sincerely,

[Click **here** and type job title]