**[Date]**

**[Mr. /Ms. Full name]**

**[Title]**

**[Employer Name]**

**[Employer Address]**

**Dear [Mr. /Ms. Name]**

Congratulations! We are excited to offer you a full-time position as a <Position Name> at <Company Name>. Based on your experience, the interviews, and your portfolio, we look forward to seeing how you will take our company to the next level.

As per your conversation with us, we would like to offer you an annual compensation of <Amount>. Your anticipated date of joining will be <Date> at <Office Address>. Please find attached an updated copy of the job description to familiarize yourself with the job responsibilities and duties.

Your appointment is subjected to the accuracy of the documents and testimonials provided by you and you being free from any contractual restrictions preventing you to take up this opportunity.

As an employee of <Company name>, you will have access to our comprehensive benefits program, which includes approved vacation days, health insurance, HRA, and tuition fee reimbursement. Please find the attached details of the complete benefits we offer you. Kindly sign, scan, and email your letter to me at <email ID of the hiring manager>. Please contact me directly via phone or email in case of any questions or confusions.

Kindly send in your email me by <Date> and I will initiate the rest of your onboarding process.

**Sincerely,**

**<ABC>**

**Hiring Manager**

**ABC@email.com**

**Phone number**