

[Your Company's Name]
[Street Address]
[City, State Zip Code]
[Phone Number]

[Date]

[Recipient Name]
[Street Address]
[City, State Zip Code]
[Phone Number]

Dear [Name of Recipient],

[Introduction – State the company's name and extend them a job. Give them details about the position and their department.]

[Let them know what they get if they accept the job. This would include salary, benefits, bonuses, stocks, etc. Identify a start date.]

[Let them know by what date they need to respond to the offer and when their hire date is.]

[Let them know to whom they will report and whom to call if any questions arise.]

Sincerely,

(Sign here for letters sent by mail or fax)

[Your Name (or the name of the person who is doing the hiring)]
[Title – if applicable]

Enclosures:

CC: