Dear [NAME],

It is my pleasure to formally offer you the position of [JOB TITLE]. This is a [FULL/PART]-time position with an [ANNUAL/HOURLY] salary of [$X]. You will be reporting to [MANAGER’S NAME] in the [DEPARTMENT] located at [OFFICE LOCATION]. Your expected start date is [DATE].

Attached, please find [LIST OF DOCUMENTS (ex: formal acceptance letter, employee benefits)]. We will need all forms signed and returned by [DATE]. We are very excited to start this journey together and can’t wait to have you join the team.

Sincerely,

[YOUR NAME]