

Name of HR person  
Name of Company  
Address of Company  
City, State, Zip Code

DATE

Name of Candidate  
Address of Candidate  
City, State, Zip Code

Dear Name of Candidate,

Congratulations, I am happy to inform you that NAME of COMPANY would like to offer you the position of personal assistant to NAME, who is the sales director. The starting annual salary is \$32,000 that is payable twice each month. We consider you the best candidate for the position after interviewing a large selection of excellent candidates.

According to the United States government, we are required to verify your employment eligibility. I have enclosed an I-9 form, which you should bring on your first day along with any identification that proves you are a U.S. citizen or shows that you have permission to work in this country. You can report directly to the human resources department at 9:00am on DATE.

At this time, someone in the HR department will help you select the dental and health insurance program that you want. They will also explain how you will participate in our profit sharing plan, the pension scheme and leave policies.

I have enclosed two copies of this letter as well as two copies of the terms and conditions of the job. If you accept this offer, please sign both copies of the letter and send one to me along with a signed copy of the terms and conditions. You can keep the other copies for your files. When I receive your acceptance letter, I will inform you of the next steps in the hiring process.

I would be happy to answer any questions you have about this offer. I can be reached at 555-123-4567. Please feel free to call me. The NAME of COMPANY looks forward to your acceptance of this offer and to a mutually beneficial relationship.

Sincerely,

HR Person's signature  
HR Person's name printed  
List of enclosures such as copy of terms and conditions and forms