

**Date**

**Employer Name  
Address  
City, State Zip**

**Candidate Name  
Address  
City, State Zip**

**Dear Candidate,**

**(Employer Name) pleased to extend an offer of employment to you for the position of (insert position), with (Department/ Business Sector).**

**This position presents an annual exempt salary of (insert annualized salary), with an effective employment start date yet to be determined. Benefit specifics may be referenced in the attached file document.**

**Please note that this offer lies contingent on the satisfactory results of all pre-employment screenings, including but not limited to criminal history, driving record, credit background, previous employment, and education verifications.**

**In the event that derogatory historical information is returned that does not correspond with our hiring practices, this offer will be considered null and void.**

**Sincerely,  
Signature -**