

## EMPLOYMENT OFFER LETTER

\_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

Dear \_\_\_\_\_

Re: Offer of Employment

I am pleased to advise that upon careful consideration, I have chosen to extend an offer of employment to you for the position of \_\_\_\_\_. This is a full-time position.

If you have any questions or concerns, please do not hesitate to contact me at .

Yours truly,

\_\_\_\_\_