

Notice of Employment Offer

Date:

To: _____

Dear _____,

Thank you for attending our job screening test. As a result of a consideration, we are pleased offer you the position of _____ in our company.

Should you accept our offer, please sign and date the enclosed "Letter of Acceptance" and send it back to us by an enclosed return envelope.

In case you decide to decline our offer, please contact us by phone as soon as possible.

Company's Name

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