

[Your Company Letterhead, if applicable]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Company Email Address]

[Today's Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

We are pleased to extend an offer of employment for the position of Managing Staff Member at [Your Company Name], a leading tax office located in [City, State]. After a thorough evaluation of your qualifications, experience, and expertise, we believe that you will be an excellent addition to our team.

Position: Managing Staff Member

Start Date: [Proposed Start Date]

Reporting to: [Supervisor's Name]

Terms of Employment:

- Position: Managing Staff Member
- Compensation: [Specify Compensation Details, including salary and any additional benefits]
- Work Schedule: [Specify Work Schedule, if applicable]
- Location: [Company Address]
- Reporting to: [Supervisor's Name]
- [Include any other specific terms and conditions, if applicable]

Your responsibilities as a Managing Staff Member will include, but are not limited to:

- Overseeing and managing day-to-day operations of the tax office.
- Providing guidance and support to the team of tax professionals.
- Ensuring the accurate and timely completion of tax-related tasks.
- Building and maintaining positive client relationships.
- [Include any other specific responsibilities relevant to the position.]

Please review this offer carefully, including the terms and conditions of your employment, and provide your written acceptance by signing and returning a copy of this letter by [Acceptance Deadline]. You may return the signed offer letter via email or regular mail.

This offer is contingent upon the successful completion of a background check, as well as any other pre-employment requirements, if applicable.

We look forward to welcoming you to our team and believe that your skills and experience will greatly contribute to the success of [Your Company Name]. If you have any questions or require further information, please do not hesitate to contact [Contact Person's Name] at [Contact Email Address].

Congratulations on your appointment, and we anticipate a productive and successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]

[Include a space for the employee's signature and date of acceptance.]