

Job Offer for Event Coordinator Position

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to extend an offer for the position of Event Coordinator at [Your Company Name]. We were impressed with your background and believe that your skills will be a valuable addition to our team.

Your start date will be [Start Date], and you will report directly to [Supervisor's Name]. Your initial salary will be [Salary Amount] per [Year/Month/Hour], and you will be eligible for [list any bonuses, commissions, or incentives].

As an Event Coordinator, you will be responsible for [briefly outline key responsibilities]. You will also receive [mention any benefits such as health insurance, retirement plans, etc.].

Please sign and return this letter by [Response Deadline] to confirm your acceptance of this offer. We are excited about the possibility of you joining our team and contributing to our success.

If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to welcoming you aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]