

Job Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. Below are the details of your job offer:

Position Details:

- Job Title: [Job Title]
- Department: [Department Name]
- Start Date: [Start Date]
- Work Schedule: [Schedule]
- Location: [Job Location]

Compensation:

- Base Salary: [Salary Amount] per [hour/week/month/year]
- Benefits: [List of Benefits]
- Bonus Eligibility: [Bonus Details]

Job Responsibilities:

[Brief description of job responsibilities]

Conditions of Employment:

Please note that this offer is contingent upon [background check, drug screening, etc.].

We are excited about the possibility of you joining our team and contributing to [Company Name]. Please sign and return a copy of this letter by [Response Date] to confirm your acceptance.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]