

Department Job Offer

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] in the [Department Name] at [Company Name]. We are excited about the skills and experience you bring to our team and believe that you will make a valuable contribution.

Your start date will be [Start Date]. Your starting salary will be [Salary Amount] per [Year/Month/Hour] and you will be eligible for [Benefits, e.g., health insurance, retirement plan, etc.].

Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Accepted by: _____ Date: _____