

# 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]. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

As discussed, your start date will be [Start Date]. Your starting salary will be [Salary Amount], payable in accordance with our standard payroll schedule. In addition to your salary, you will be eligible for [mention any bonuses, stock options, or other compensation details].

Your employment with [Company Name] will also include benefits such as [list benefits like health insurance, retirement plans, paid time off, etc.]. A detailed benefits package will be provided to you upon your acceptance of this offer.

Please sign and return a copy of this letter by [Acceptance Deadline Date] to confirm your acceptance of the offer. We are excited about the prospect of you joining our team!

Should you have any questions, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]

Acceptance of Offer:

I, [Candidate's Name], accept the job offer for the position of [Job Title] at [Company Name].

Signature: \_\_\_\_\_ Date: \_\_\_\_\_