

# Job Offer Confirmation

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to officially confirm your offer of employment for the position of [Job Title] at [Company Name]. We believe your skills and experiences will enhance our team and contribute significantly to our company's goals.

Your starting salary will be [Salary Amount] per [year/month/hour], and you will be eligible for [mention benefits: health insurance, retirement plans, etc.]. Your anticipated start date is [Start Date].

Please indicate your acceptance of this offer by signing below and returning this letter by [Acceptance Deadline]. We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

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Candidate Acceptance:

I, [Candidate's Name], accept the terms of this job offer.

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