

# Job Offer Letter

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of Administrative [Job Title] at [University Name]. We believe that your skills and experience will be a valuable addition to our team.

Your employment will begin on [Start Date]. You will report directly to [Supervisor's Name and Title]. Your initial salary will be [Salary Amount] per [hour/year], paid bi-weekly. In addition, you will be eligible for [describe any additional benefits such as health insurance, retirement plans, etc.].

Please confirm your acceptance of this position by signing and returning this letter by [Acceptance Deadline]. If you have any questions, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

We look forward to welcoming you to [University Name]!

Sincerely,

[Your Name]

[Your Title]

[University Name]

[University Address]

[City, State, Zip Code]