

Official Job Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you an official offer for the position of [Position Title] within the [Department Name] at [University Name]. We were greatly impressed by your qualifications and achievements during the selection process.

Your starting date will be [Start Date], and you will be reporting to [Supervisor's Name]. This is a [full-time/part-time] position with an annual salary of [Salary Amount] and additional benefits as outlined in the attached benefits package.

The terms of your employment include the following:

- Job Title: [Position Title]
- Department: [Department Name]
- Employment Type: [full-time/part-time]
- Salary: [Salary Amount]
- Benefits: [Brief Overview of Benefits]

Please sign and return this letter by [Response Deadline] to indicate your acceptance of this offer. If you have any questions, feel free to reach out to me at [Contact Information].

We look forward to welcoming you to our faculty and are excited about the contributions you will bring to [University Name].

Sincerely,

[Your Name]

[Your Title]

[University Name]

[Contact Information]

Accepted by: _____

[Candidate's Name]

Date: _____