

# Official 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 Outreach Coordinator at [University Name]. After careful consideration, we believe that your experience and skills make you an ideal fit for this role.

**Position:** Outreach Coordinator

**Department:** [Department Name]

**Start Date:** [Insert Start Date]

Your initial salary will be [Insert Salary] per year, payable in [monthly/bi-weekly] installments. You will also be eligible for our benefits package which includes [briefly outline benefits].

Please confirm your acceptance of this offer by signing and returning this letter by [Insert Deadline]. We look forward to having you as part of our team.

If you have any questions or need further clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[University Name]

[University Address]

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I, [Candidate's Name], accept the terms of employment as outlined in this job offer letter.

\_\_\_\_\_  
Signature

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