

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 Postdoctoral Researcher in the Department of [Department Name] at [University Name]. Your research expertise in [specific area of research] aligns perfectly with our ongoing projects, and we are excited about the potential contributions you will bring to our team.

The terms of your employment are as follows:

- **Position:** Postdoctoral Researcher
- **Start Date:** [Start Date]
- **Duration:** [Duration of Position]
- **Salary:** [Salary Amount] per annum
- **Benefits:** [Brief Description of Benefits]

Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline]. We are looking forward to your positive response and to welcoming you to our research team at [University Name].

If you have any questions or require further information, please do not hesitate to contact me directly at [Your Contact Information].

Warm regards,

[Your Name]
[Your Title]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

Enclosure: Job Offer Acceptance Form