

Official Job Offer Letter

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an official offer for the position of Research Associate in the [Department Name] at [University Name]. After careful consideration of your qualifications and experience, we are confident that you will make a valuable contribution to our research team.

Your appointment will begin on [Start Date] and will be a [full-time/part-time] position, contingent upon the completion of any required background checks. The annual salary for this position will be [Salary Amount], and you will be eligible for [mention any benefits, e.g., health insurance, retirement plans, etc.].

As a Research Associate, you will be responsible for [briefly outline key responsibilities]. You will report directly to [Supervisor's Name], [Supervisor's Title].

Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline]. If you have any questions or need further clarification, feel free to reach out to me via email or phone.

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]