

Congratulations!

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name]. Your skills and experiences impressed us, and we believe that you will make a valuable contribution to our team.

Your start date will be [Start Date]. Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline].

We look forward to welcoming you to [Company Name].

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]