

Job Offer Approval

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Approval for Job Offer - [Candidate's Name]

Dear [Manager's Name],

I am writing to formally approve the job offer for [Candidate's Name] for the position of [Job Title] in the [Department Name]. After careful consideration and review of the interview process and their qualifications, I believe that [Candidate's Name] will be a valuable addition to our team.

Details of the Job Offer:

- Start Date: [Insert Start Date]
- Salary: [Insert Salary]
- Benefits: [Insert Benefits]

Please proceed with sending the official offer letter to [Candidate's Name]. If you require any further information or assistance, feel free to reach out.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]