

# Job Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to formally extend an offer of employment for the position of [Job Title] at [Company Name], following our recent verbal conversation. We are excited about the skills and experience you bring to our team.

**Position:** [Job Title]

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

**Salary:** \$[Insert Salary] per [year/hour]

**Benefits:** [Briefly list benefits]

Please signify your acceptance of this offer by signing and returning this letter by [Insert Response Deadline].

We look forward to having you join our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Accepted by:

\_\_\_\_\_

[Candidate's Signature]

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