

Job Offer Letter

[Your Company Logo]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you an offer of employment for a permanent position as [Job Title] at [Company Name]. Your skills and experience are an excellent fit for our team.

Job Details:

- **Position:** [Job Title]
- **Start Date:** [Start Date]
- **Salary:** [Salary Amount] per [Year/Month/Hour]
- **Benefits:** [List of Benefits]

This offer is contingent upon [state any contingencies, e.g., background check, drug screening].

Please sign and return this letter by [Response Deadline] to indicate your acceptance of the position.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

Accepted by: _____

Date: _____