

Job Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. Your skills and experience will be a valuable addition to our team, and we are excited about the prospect of you joining us.

Your employment will commence on [Start Date]. This is a permanent position, and your starting salary will be [Salary Amount] per [year/month]. You will also be eligible for [briefly describe benefits, e.g., health insurance, retirement plans, etc.].

Please sign and return a copy of this letter by [Response Deadline] to confirm your acceptance of this offer.

Welcome to [Company Name]; we look forward to working with you!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]