

# Employment Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Company Name]. Your skills and experience will be a valuable asset to our team.

**Position:** [Job Title]

**Start Date:** [Start Date]

**Salary:** [Salary Amount] per year

**Benefits:** [Brief description of benefits]

Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]