

Official Job Offer

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.

As discussed, your role will be a permanent position, and your starting salary will be [Salary Amount] per [hour/week/year], with benefits that include [list of benefits, e.g., health insurance, retirement plans, etc.]. Your work hours will be [insert work hours], starting from [start date].

We would like you to confirm your acceptance of this offer by [acceptance deadline]. Please sign and return a copy of this letter as a confirmation of your acceptance.

Welcome to the team! We look forward to your contributions at [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]