

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 a permanent position at [Company Name] as a [Job Title]. Your skills and experience will be a valuable asset to our team.

Position: [Job Title]
Department: [Department Name]
Start Date: [Start Date]

Your starting salary will be [Salary Amount] per year, payable in [bi-weekly/monthly] installments. You will also be eligible for [mention any benefits such as health insurance, retirement plans, etc.].

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]

[Candidate's Name] - Signature