

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

## **Job Offer: Entry-Level [Job Title]**

Dear [Candidate's Name],

We are pleased to offer you the position of Entry-Level [Job Title] at [Your Company Name]. We were impressed with your qualifications and believe you will be a valuable addition to our team.

Your starting salary will be [Salary Amount] per year, and you will be eligible for [mention any benefits, e.g., health insurance, retirement plan, etc.]. Your start date will be [Start Date].

Please sign and return this letter by [Return Date] to confirm your acceptance of this offer. We look forward to having you join our team.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]