

Offer Confirmation

Dear [Candidate's Name],

We are pleased to confirm our offer for the position of [Job Title] at [Company Name]. This decision reflects your outstanding qualifications and experience, and we believe you will be a valuable addition to our team.

Your starting salary will be [Salary], and you will be eligible for [Benefits Offered] as part of your employment. The expected start date is [Start Date].

Please sign and return this letter by [Response Deadline] to confirm your acceptance of our offer. If you have any questions or need further information, feel free to reach out.

We look forward to welcoming you to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]