

# Job Offer Letter

Date: [Insert Date]

[Candidate's Name]  
[Candidate's Address]  
[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you an offer of employment for the position of [Job Title] with [Company Name]. We are excited about the skills and expertise you bring to our team.

The details of your offer are as follows:

- **Start Date:** [Insert Start Date]
- **Salary:** [Insert Salary]
- **Benefits:** [Insert Benefits]
- **Immigration Sponsorship:** [Company Name] is committed to supporting your immigration processes and is pleased to offer sponsorship for [specific visa category, e.g., H-1B visa].

This offer is contingent upon the successful completion of background checks and employment eligibility requirements.

Please confirm your acceptance of this offer by signing and returning this letter by [insert response deadline]. If you have any questions, feel free to reach out to me directly.

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

Best regards,

[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Contact Information]

---

[Candidate's Name] - Signature