

Employment Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Company Name]. Your skills and qualifications impressed us, and we are excited to have you join our team.

Position: [Job Title]

Start Date: [Insert Start Date]

Salary: [Insert Salary]

Benefits: [Insert Benefits]

Please confirm your acceptance of this offer by signing and returning this letter by [Insert Deadline]. We look forward to welcoming you to [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]