

# Job Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name]. We were impressed with your qualifications and believe that you will be a valuable addition to our team.

Your starting salary will be [Salary Amount], and you will report directly to [Supervisor's Name] in the [Department Name]. Your employment will commence on [Start Date].

Please find attached the detailed terms and conditions of your employment. We kindly ask you to review and sign the enclosed document to officially accept this offer.

We look forward to welcoming you to our team and are excited about the contributions you will make to [Company Name].

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Congratulations once again!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]