

Job Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We believe that your skills and enthusiasm will be a great addition to our team.

Your starting salary will be [Salary Amount], and you will be eligible for [mention any benefits, e.g., health insurance, vacation days]. Your start date will be [Start Date].

This offer is contingent upon [any contingencies such as background checks or references]. Please confirm your acceptance of this offer by [Acceptance Deadline].

We are excited to have you join us. Should you have any questions, please do not hesitate to reach out to me directly.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]