

Job Offer Letter

Company Name: [Your Company Name]

Company Address: [Company Address]

Date: [Date]

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.

Position: [Job Title]

Department: [Department]

Start Date: [Start Date]

Salary: [Salary]

This offer is contingent upon the completion of [any contingencies such as background checks or drug tests].

Please sign and return this letter by [Response Deadline] to confirm your acceptance of this offer.

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]