

# Confidential Job Offer

Date: [Insert Date]

To: [Candidate's Name]

Address: [Candidate's Address]

Dear [Candidate's Name],

We are pleased to extend a confidential job offer for the position of [Job Title] at [Company Name]. We were impressed by your qualifications and believe you will be a valuable addition to our team.

## Offer Details

- **Salary:** [Annual Salary]
- **Start Date:** [Proposed Start Date]
- **Reporting to:** [Manager's Name]

## Benefits Overview

- **Health Insurance:** [Details]
- **Retirement Plan:** [Details]
- **Paid Time Off:** [Details]
- **Bonus Structure:** [Details]
- **Professional Development:** [Details]

This offer is contingent upon [any contingencies, e.g., background check, reference check, etc.]. Please sign and return a copy of this letter by [Response Deadline].

We are excited about the prospect of you joining our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]