

# Confidential Job Offer

Date: [Insert Date]

[Candidate's Name]  
[Candidate's Address]  
[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer for you to join [Company Name] as a [Job Title]. We believe that your skills and talents will be an outstanding addition to our team.

## Job Details

**Start Date:** [Insert Start Date]

**Salary:** [Insert Salary]

**Equity Options:** You will be granted [Number] stock options, vesting over [Vesting Period] according to our equity plan.

This offer is contingent upon the successful completion of our background check and any applicable pre-employment conditions. Please note that this offer is confidential and should not be discussed with others.

To confirm your acceptance of this offer, please sign and return a copy of this letter by [Insert Deadline].

We are excited about the possibility of you joining our team and look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[Contact Information]

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I, [Candidate's Name], accept the job offer as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_