

Confidential Job Offer

Date: [Insert Date]

[Candidate's Full Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's First Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. This offer is contingent upon the successful completion of our pre-employment processes.

As [Job Title], you will report directly to [Supervisor's Name] and be responsible for [Brief Description of Job Responsibilities]. Your starting salary will be [Salary Amount] per year, and you will be eligible for our comprehensive benefits package.

Please note that this offer is confidential and should not be disclosed to any third parties until further notice. We believe that your expertise and experience align perfectly with our vision, and we are excited to have you join our team.

If you accept this offer, please sign and return a copy of this letter by [Response Deadline].

We look forward to welcoming you to [Company Name].

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]

Confidentiality Notice: This document contains confidential information intended solely for the individual named. If you are not the named addressee, you should not disseminate, distribute, or copy this letter.