

# Confidential Job Offer Letter

Date: [Insert Date]

Dear [Candidate's Name],

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

Your starting salary will be [Salary Amount], and you will be eligible for our comprehensive benefits package, including [list key benefits].

In addition, we are pleased to offer you relocation assistance to help you transition to [Location]. This assistance will include [details about relocation assistance, e.g., moving expenses, temporary housing, etc.].

This offer is contingent upon the successful completion of [any contingencies, such as background checks, etc.]. We ask that you keep this offer confidential until you have officially accepted it.

Please indicate your acceptance of this offer by signing and returning this letter by [Deadline Date]. We look forward to welcoming you to [Company Name].

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]

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