

Confidential Job Offer

Date: _____

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

Dear [Candidate's Name],

We are pleased to extend to you a confidential job offer for the position of [Job Title] with [Company Name]. This position is remote and offers the flexibility of working from your preferred location.

Job Details

Start Date: [Start Date]

Salary: [Salary Amount] per [hour/year]

Benefits: [List of Benefits]

This offer is contingent upon the successful completion of [any contingencies such as background checks, etc.]. Please keep this information confidential, and do not disclose it to anyone outside of this conversation until we initiate a formal announcement.

Please indicate your acceptance of this offer by signing below and returning this letter by [Response Deadline].

We are excited about the possibility of you joining our team, and we believe your skills and experience will make a valuable contribution to our company.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Company Phone Number]
[Company Email Address]

I, [Candidate's Name], accept the terms of this confidential job offer as stated above.

Signature: _____ Date: _____