

# 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 to you a confidential offer of employment for the position of Senior Manager at [Company Name]. Your experience and leadership skills are a perfect match for our organization, and we are excited about the prospect of you joining our team.

**Position:** Senior Manager

**Department:** [Department Name]

**Start Date:** [Proposed Start Date]

**Compensation:** Your starting salary will be [Salary Amount] per annum, payable bi-weekly. In addition, you will be eligible for our standard benefits package which includes [briefly outline benefits].

This offer is contingent upon the completion of our background verification process and a signed confidentiality agreement, given the sensitive nature of your role.

We ask that you please keep this offer confidential until we are ready to announce your appointment. Please sign and return a copy of this letter by [Response Deadline] to indicate your acceptance.

If you have any questions, please do not hesitate to contact me directly at [Your Contact Information].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

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

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