

# 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 job offer for the position of [Job Title] at [Company Name]. Your skills and experience are a great match for our team, and we look forward to the contributions you will bring to our organization.

As part of this offer, we are excited to include a signing bonus of \$[Amount] to be paid within [Timeframe]. This signing bonus is intended to acknowledge your decision to join us and to assist with your transition.

The terms of your employment are as follows:

- **Start Date:** [Insert Start Date]
- **Salary:** \$[Annual Salary] per year
- **Benefits:** [List key benefits]

This offer is contingent upon [any contingencies, e.g., background check, etc.]. Please sign and return this letter by [Response Deadline] to confirm your acceptance of this offer.

We are thrilled about the prospect of you joining [Company Name]. Please feel free to reach out if you have any questions or need further information.

Best regards,

[Your Name]

[Your Title]

[Company Name]

I, [Candidate's Name], accept the terms of this offer and join [Company Name] under the stated conditions.

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Signature

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