

Job Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We were impressed with your skills and experiences, and we are excited about the contributions you will bring to our team.

This offer is contingent upon the successful completion of a background check, which we will conduct in accordance with the applicable laws and regulations. Please note that this offer will be finalized only after we receive satisfactory results from the background check.

Your starting salary will be [Salary Amount] per [year/month/hour], and your expected start date is [Start Date]. In addition, you will be eligible for [list any benefits or bonuses, if applicable].

Please sign and return a copy of this letter by [Return Date] to indicate your acceptance of this offer. We are looking forward to having you on our team!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Enclosure: Copy of this letter