

# Job Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name], subject to satisfactory reference verification.

Below are the terms of your employment:

- **Start Date:** [Insert Start Date]
- **Salary:** [Insert Salary]
- **Benefits:** [Insert Benefits]

Please note that this offer is contingent upon the successful completion of our reference verification process. Once we have received and processed your references, we will confirm your employment start date.

We are excited about the possibility of you joining our team and look forward to your positive response. Please sign and return a copy of this letter by [Insert Date] to confirm your acceptance of this offer.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]