

Job Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. Your skills and experience will be a great addition to our team.

Position: [Job Title]

Department: [Department Name]

Start Date: [Proposed Start Date]

This offer is contingent upon the successful completion of our background check and any necessary employment eligibility verifications.

We are excited about the possibility of you joining our company. Please let us know if you have any questions or need further information.

We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]