

# Job Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer for the position of Director of [Department/Division] at [Company Name]. After careful consideration, we believe your skills and experiences align perfectly with the goals of our organization.

## Position Details

**Start Date:** [Insert Start Date]

**Salary:** [Insert Salary] per annum, payable bi-weekly.

**Benefits:** [Briefly outline benefits such as health insurance, retirement plans, etc.]

## Acceptance

Please sign and return this letter by [insert deadline] to confirm your acceptance of this offer. Should you have any questions or need further details, do not hesitate to reach out.

We are excited about the possibility of you joining our team and contributing to [Company Name]'s success. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]