

# 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 to you for the position of [Job Title] at [Company Name]. We were impressed with your skills and experience, and we believe you will be a valuable asset to our team.

Your starting salary will be [Salary Amount] per year, and you will report directly to [Supervisor's Name/Title]. This position is [full-time/part-time] and includes the following benefits: [list major benefits such as health insurance, retirement plans, etc.].

Your expected start date is [Start Date]. Please be aware that this offer is contingent upon [any contingencies such as background checks, drug tests, etc.].

We look forward to having you on board and are excited about the contributions you will bring to our organization. Please sign and return this letter by [Acceptance Deadline] to confirm your acceptance of this offer.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[Phone Number]  
[Email Address]

Acceptance:

I, [Candidate's Name], accept the position of [Job Title] with [Company Name] under the terms stated above.

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Signature  
[Date]