

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 of employment for the position of [Position Title] at [Company Name]. After careful consideration, we believe your skills and experience will be a valuable addition to our team.

Position: [Position Title]

Start Date: [Start Date]

Salary: [Salary] per annum

Benefits: [Details of benefits]

Please review the terms of this offer and confirm your acceptance by [Acceptance Deadline]. We look forward to welcoming you to our team.

Should you have any questions, feel free to contact me at [Your Contact Information].

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]