

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 Senior [Job Title] at [Company Name]. We were impressed with your skills and experience, and we believe you would be a valuable addition to our team.

Position: Senior [Job Title]
Start Date: [Proposed Start Date]
Salary: [Salary Amount] per [Year/Month/Hour]
Benefits: [Briefly outline benefits]

Your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

This offer is contingent upon [any contingencies, e.g., background check, etc.]. Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline].

We are excited about the prospect of you joining our team. If you have any questions, please feel free to reach out to me directly.

Best regards,
[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[Contact Information]

Enclosure: Job Offer Acceptance Form