

# Job Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of Construction Technician at [Company Name]. This offer is contingent upon the successful completion of [any necessary pre-employment screenings].

Your start date will be [Insert Start Date]. You will report directly to [Supervisor's Name] at our [Job Location] site.

Your salary will be [Insert Salary], paid on a [bi-weekly/monthly] basis. Additionally, you will be eligible for [list any benefits such as health insurance, retirement plans, etc.].

Please signify your acceptance of this offer by signing and returning this letter by [Insert Deadline Date]. We look forward to welcoming you to our team.

If you have any questions, please feel free to reach out at [Company Phone Number] or [Company Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]