

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 [Job Title] at [Company Name]. After careful consideration, we believe that your skills and experience make you a great fit for our team.

As [Job Title], you will report directly to [Supervisor's Name] and will be responsible for [brief description of job responsibilities]. Your starting date will be [Start Date], and you will be based in [Location].

Your starting annual salary will be [Salary], payable in accordance with our standard payroll practices. In addition, you will be eligible for [include any bonuses, stock options, or other incentives].

We also offer [describe benefits: health insurance, retirement plans, vacation time, etc.]. You will receive a more detailed summary of these benefits and other policies upon your acceptance of this offer.

To accept this offer, please sign and return this letter by [Acceptance Deadline]. If you have any questions, feel free to reach out via email or phone.

We are excited about the prospect of you joining our team at [Company Name]. We look forward to your positive response.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Accepted by: _____
[Candidate's Name] Date: _____