

Job Offer Letter

Date: [Date]

[Candidate's Name]
[Candidate's Address]
[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name]. We were impressed with your skills and experiences and believe you will be a valuable addition to our team.

Your starting salary will be [Salary Amount], and you will be eligible for [mention any benefits like health insurance, retirement plans, etc.]. Your start date is scheduled for [Start Date].

Please review the enclosed documents, which include more information about your employment terms, and confirm your acceptance of this offer by [Acceptance Deadline Date].

We look forward to welcoming you to [Company Name]. Should you have any questions, please feel free to reach out.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]