

Approval for Management Position Offer

Date: [Insert Date]

To: [Recipient's Name]

Position: [Position Title]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

We are pleased to inform you that your application for the position of [Position Title] has been reviewed and approved by the management team. We are impressed with your skills and experience and believe you will be an excellent fit for our organization.

As discussed, your starting salary will be [Insert Salary], with benefits including [List Benefits]. Your formal start date will be [Insert Start Date].

Please confirm your acceptance of this offer by signing below and returning this letter to us by [Insert Deadline Date].

We look forward to welcoming you to the team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Recipient's Name]

Acceptance Signature