

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Candidate's Name],

I am pleased to extend an offer to you for the Nurse Practitioner position at [Institution/Organization Name]. After careful consideration of your qualifications and interview performance, we are confident that your skills and experiences align well with our team and mission. Your commitment to patient-centered care and your extensive experience in [specific area of expertise] make you an excellent fit for our department. We are excited about the potential contributions you can make to our practice and the impact you will have on our patients and community.

Please review the attached offer details, including your starting salary, benefits, and other pertinent information. We believe that your talents will thrive here, and we look forward to welcoming you aboard. Kindly confirm your acceptance by [date].

Should you have any questions or need further information, please feel free to reach out.

Congratulations, and welcome to [Institution/Organization Name]!

Best regards,

[Your Name]
[Your Title]
[Your Institution/Organization]