

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer for the position of [Job Title] at [Company Name]. Your skills and experience align perfectly with our team's goals, and we are excited about the potential contributions you will bring.

****Position:**** [Job Title]

****Start Date:**** [Start Date]

****Salary:**** [Salary Amount]

****Benefits:**** [Brief Description of Benefits]

Please confirm your acceptance of this offer by [Acceptance Deadline]. We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]