

[Your Company Logo]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Date]  
[Candidate's Name]  
[Candidate's Address]  
[City, State, Zip Code]  
Dear [Candidate's Name],  
We are pleased to offer you the position of [Job Title] at [Company Name]. We believe that your skills and experiences will be a valuable addition to our team. Below are the details of your job offer:  
\*\*Position:\*\* [Job Title]  
\*\*Department:\*\* [Department Name]  
\*\*Manager/Supervisor:\*\* [Manager's Name]  
\*\*Start Date:\*\* [Start Date]  
\*\*Salary:\*\* [Salary Amount]  
\*\*Benefits:\*\* [List of benefits, e.g., health insurance, retirement plans, vacation days]  
\*\*Work Schedule:\*\* [Work hours and days]  
\*\*Employment Type:\*\* [Full-time/Part-time/Contract]  
\*\*Location:\*\* [Workplace Address or Remote]  
Please confirm your acceptance of this offer by [Acceptance Deadline]. If you have any questions or need further clarifications, feel free to reach out at [Your Contact Information].  
We look forward to welcoming you to our team!  
Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]