

[Your Company Letterhead]

[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 QJumu. We believe that your skills and experiences will be an invaluable asset to our team.

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

**\*\*Department:\*\*** [Department Name]

**\*\*Reports To:\*\*** [Manager's Name]

**\*\*Start Date:\*\*** [Proposed Start Date]

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

**\*\*Work Schedule:\*\*** [e.g., Full-time, Part-time, Remote etc.]

**\*\*Benefits:\*\*** [List of Benefits, e.g., health insurance, retirement plan, etc.]

Please sign and return this letter by [Response Deadline] to confirm your acceptance of this offer. We look forward to welcoming you to QJumu!

Sincerely,

[Your Name]

[Your Job Title]

QJumu

[Enclosures: Employment Agreement, Company Policies, etc.]

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**\*\*Acceptance:\*\***

I, [Candidate's Name], accept the offer for the position of [Job Title] at QJumu under the terms outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_