

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
I am writing to formally extend a job offer for the position of [Job Title] at [Company's Name] in [Location] as part of the TN visa application process. We are thrilled to offer you employment based on your qualifications and experience.

Position: [Job Title]

Start Date: [Proposed Start Date]

Salary: [Salary Amount]

Hours: [Full-time/Part-time, Hours per Week]

Duration of Employment: [Permanent/Temporary, Duration if temporary]

Job Responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

To qualify for the TN visa, this position requires a minimum of a [Specify Required Degree] from an accredited institution, which you possess. Additional details regarding the duties and the required qualifications are outlined in the attached job description.

Please review this offer and, if you accept, sign below and return it to us by [Acceptance Deadline]. If you have any questions or need further information, please do not hesitate to contact me.

We look forward to welcoming you to our team!

Sincerely,

[Your Name]  
[Your Job Title]  
[Company's Name]

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I accept the terms of this job offer.

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

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