

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Candidate's Name],

We are pleased to inform you that you have successfully completed the typing test and we would like to extend an offer for you to join [Company Name] as a [Job Title].

Details of your offer are as follows:

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

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

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

****Salary:**** [Salary Amount] per [hour/month/year]

****Work Schedule:**** [Full-time/Part-time, Days and Hours]

****Location:**** [Work Location or Remote]

Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline]. Should you have any questions or need further clarification, feel free to reach out.

We look forward to having you on our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Signature Line (if sending a hard copy)]

[Enclosure: Offer Agreement / Terms and Conditions]