

[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 pleased to extend an offer for the position of [Job Title] at [Company's Name]. We were impressed with your skills and experience, and we believe you will be a great addition to our team.

Position: [Job Title]

Start Date: [Proposed Start Date]

Salary: [Salary Information]

Benefits: [Brief Description of Benefits]

Please review the attached documents for further details regarding the terms of your employment. We would like to have your acceptance of this job offer by [Acceptance Deadline].

If you have any questions or need further information, feel free to reach out. We look forward to welcoming you to [Company's Name]!

Sincerely,

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