

[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 [Company Name]. We were impressed with your qualifications and believe you will be a valuable addition to our team.

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

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

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

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

****Benefits:**** [Briefly list benefits e.g., health insurance, retirement plans, etc.]

This offer is contingent upon [mention any contingencies such as background checks, drug screenings, etc.].

Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline].

We look forward to welcoming you to [Company Name]!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

****Acceptance of Offer****

I, [Candidate's Name], accept the terms outlined in this job offer letter.

[Candidate's Signature]

[Date]