

Here is a simple structure for a Job Offer Letter that you can create in an Excel (.xls) format:

```
| A | B |
|-----|-----|
| **Company Name** | [Your Company Name] |
| **Address** | [Company Address] |
| **Date** | [Date of Offer] |
| | |
| **Candidate Name** | [Candidate Full Name] |
| **Candidate Address** | [Candidate Address] |
| | |
| **Subject** | Job Offer |
| | |
| **Dear [Candidate Name],** | |
| | |
| **We are pleased to offer you the position of** | [Job Title] |
| **at [Company Name]. This position will start on** | [Start Date] |
| **with a starting salary of** | [Salary] |
| **per** | [Salary Frequency] |
| **and additional benefits including:** | |
| | - [Benefit 1] |
| | - [Benefit 2] |
| | - [Benefit 3] |
| | |
| **Please confirm your acceptance of this offer by signing and returning  
this letter by** | [Response Deadline] |
| | |
| **Best regards,** | |
| **[Your Name]** | |
| **[Your Job Title]** | |
| **[Company Name]** | |
```

Make sure to replace the placeholders with actual details.