

Job Offer Letter

Date: _____

Candidate Name: _____

Address: _____

Dear _____,

We are pleased to offer you the position of _____ at _____. We are confident that your skills and experience will be a valuable asset to our team.

Position Details

Job Title: _____

Department: _____

Start Date: _____

Manager: _____

Compensation & Benefits

Salary: _____ per _____

Working Hours: _____

Benefits: _____

Terms & Conditions

This offer is contingent upon successful completion of background checks and other pre-employment requirements. Please review the company handbook for more details on job responsibilities, conditions, and policies.

Please confirm your acceptance of this offer by signing below and returning this letter by

_____.

We look forward to welcoming you to the team.

Signature (Candidate)

Date: _____

Signature (Employer)

Date: _____

