



# Job Offer Letter Template

Dear (*Candidate Name*),

We are pleased to offer you the position of (*Job Title*) at (*Company Name*). We believe that your skills and experience make you an excellent fit for our organization, and we look forward to welcoming you to our team.

As our (*Job Title*), you will be responsible for (*brief description of job duties*). We anticipate that you will bring (*specific skills and experience*) to the role, which will help us achieve our goals and deliver exceptional results.

Your starting salary will be (*salary amount*), paid (*salary frequency*), and you will be eligible for (*benefits package details*). Your start date will be (*date*), and we expect you to work (*hours per week*).

To accept this offer, please sign and date the enclosed copy of this letter and return it to us by (*date*). If you have any questions or concerns about the offer, please do not hesitate to contact us.

We are excited to have you join our team, and we look forward to your contribution to our company!

Sincerely,  
(*Your Name*)  
(*Your Title*)  
(*Company Name*)