

Job Offer Letter

Company Name
Company Address Line 1
Company Address Line 2

[Date]

[Candidate Name]
[Candidate Address Line 1]
[Candidate Address Line 2]

Subject: Job Offer for [Position Title]

Dear [Candidate Name],

We are pleased to offer you the position of **[Position Title]** at **[Company Name]**. Your starting date will be **[Start Date]**. You will be compensated with a salary of **[Salary]** per **[Period]**.

This offer is subject to standard company policies and any additional conditions as discussed.

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

We look forward to working with you.

Sincerely,

[Hiring Manager Name]
[Title]
[Company Name]

Acceptance of Offer:

[Candidate Name]
Date: _____