

Date: _____
[Company Name]
[Company Address]
[City, State, Zip]

To: [Candidate Name]

Address: [Candidate Address]

City, State, Zip: [Candidate City, State, Zip]

Subject: Job Offer Letter

Dear [Candidate Name],

We are pleased to offer you the position of **[Job Title]** at **[Company Name]**. We believe your skills and experience will be a valuable asset to our team.

Position: [Job Title]

Start Date: [Start Date]

Salary: [Compensation Details]

Working Hours: [Office Hours/Schedule]

Reporting To: [Supervisor/Manager Name]

Your employment with **[Company Name]** will be subject to the company's policies and procedures. Please review the attached documents for further information about your benefits and responsibilities.

Please sign and return this letter as confirmation of your acceptance of this offer.

We look forward to welcoming you to our team.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Signature of Employee

Date: _____