SAMPLE JOB OFFER LETTER

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DEAR

We pleased to offer you employment at . We feel that

Your skills and background will be valuable assets for our team

Per our discussion The position is . Your starting date will

Be . The enclose employee handbook outlines the medical and retirement benefits

That our company offers.

If you choose to accept this offer. Please sign the second copy of this letter in the space

Provided and return it to us. A stamped self-addressed envelope is enclosed for your

Convienece

We look forward to welcoming you as a new employee at

Sincerely