

Job Offer Letter

[Company Letterhead]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, ZIP Code]

Subject: Job Offer for the Position of Data Analyst

Dear [Candidate Name],

We are pleased to offer you the position of Data Analyst at [Company Name]. After reviewing your background and qualifications, we believe you will be a valuable addition to our team.

Your expected start date is [Start Date], and you will report to [Manager's Name], [Job Title]. This position is a full-time role based in our [Location] office.

The starting salary for this position is [Salary] per annum, paid on a monthly basis. You will also be eligible for employee benefits including health insurance, paid time off, and retirement savings plans, as per company policy.

Job Offer Letter

Please sign and return this letter as a confirmation of your acceptance of this offer by [Offer Expiry Date].

We are excited about the potential you bring to [Company Name] and look forward to your contributions.

Sincerely,

[HR Manager Name]

Human Resources

[Company Name]