



LARANA, INC.
www.reallygreatsite.com

123-456-7890
hello@reallygreatsite.com
123 Anywhere St., Any City

JOB OFFER LETTER

To:
Muhammad Patel
123 Anywhere St. Any City ST 12345

Jan 3, 2027

Dear Muhammad Patel,

We are pleased to offer you the position of Marketing Specialist at Larana, Inc. Your skills and experience will be a valuable addition to our team.

Details of the Offer:

- Position: Marketing Specialist
- Start Date: January 15, 2027
- Work Location: Main Office
- Salary: Competitive package as per company standards

We look forward to your contribution and growth with us. Please confirm your acceptance by replying to this letter before January 10, 2027.

Sincerely,

A handwritten signature in black ink that reads "Daniel".

Daniel Gallego
HRD Larana, Inc.