Offer Letter

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Date: {date}

Dear {candidate\_name},

We are pleased to offer you the position of {position} at our company.

Your skills and experience will be a valuable addition to our team.

Your starting date will be {start\_date}, and your annual salary will be {salary}.

Please confirm your acceptance of this offer by replying to this email or signing and returning a copy of this letter.

We look forward to having you on board.

Best regards,

HR Department

[Company Name]