



Job Offer Letter

[Date]

[Candidate Name]

[Job Title]

[Company Name]

[Address]

[City, State, Zipcode]

Dear [Candidate Name],

We are pleased to offer the position of [Position Title] at [Company Name]. We feel confident that you will contribute your skills and experience towards the growth of our organization.

As per the discussion your starting date will be [Start Date]. Please find the employee handbook attached herewith which contains medical and retired benefit offered by our organization.

Please confirm your acceptance of this offer by signing and returning the copy of this letter

We look forward to welcoming you on board.

Sincerely,
for [Company Name]

[Signing Authority]
[Position Title]