## Job offer

****[Senders Name]****  
[Address line]  
[State, ZIP Code]

****[Recipient Name]****  
[Address line]  
[State, ZIP Code]

Dear [Recipient Name],

We at [company name ] are extending you an invitation to join our team as one of our [ position name]. We have seen your credentials and feel that you will be a valuable asset to our team.  
  
If you so choose to accept the job, you will have the following compensations:  
  
(list down a general gist of the best parts of the offer or contract being extended)

We hope you see this offer as an incredible opportunity to improve your skills and expand your horizons. We look forward to receiving from you once you've had a chance to think about this great opportunity.

Sincerely,  
  
[Senders Name]  
[Senders Title] Optional