



**LARANA, INC.**  
www.reallygreatsite.com

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

## JOB OFFER LETTER

**To:**

Jan 3, 2027

Muhammad Patel  
123 Anywhere St. Any City ST 12345

**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,**

**Daniel Gallego**  
**HRD Larana, Inc.**