**JOB OFFER LETTER**

Dear

We’re delighted to extend this offer of employment for the position of with . Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be or another mutually agreed upon , and you would report to .

Please find attached the terms and conditions of your employment, should you accept this offer letter. We would like to have your response by . In the meantime, please feel free to contact me or via email or phone at ,if you have any questions.

We are all looking forward to having you on our team.

Best regards,