

Simple Offer Letter Template

[Your Company Letterhead]

[Company Name]

[Company Address]

[Email Address] | [Phone Number]

[Date]

[Candidate's Name]

[Candidate's Address]

Subject: Job Offer

Dear [Candidate's Name],

We are pleased to offer you the position of **[Job Title]** at **[Company Name]**. We are confident you will be a great addition to our team. Please see the offer details below:

Position: [Job Title]

Department: [Department]

Start Date: [Start Date]

Location: [Work Location]

Compensation: [Salary Amount], paid [Frequency].

Benefits: Includes [Health Insurance, PTO, etc.].

Please sign and return this letter by **[Deadline Date]**. For questions, contact **[HR Contact]**.

We look forward to having you on the team!

Sincerely,

[Your Name]

[Job Title]

[Company Name]

Acceptance:

I, **[Candidate's Name]**, accept the offer for **[Job Title]** at **[Company Name]**.

Signature: _____

Date: _____