

[Company Name] [Address] [Phone Number] [Email Address]

[Date]

[Candidate Name] [Address]

Dear [Candidate Name],

Congratulations! We are pleased to offer you the position of [Job Title] at [Company Name].

As you know, [Job Title] is responsible for [list of responsibilities]. In this role, you will be working with a team of talented and dedicated professionals to [list of goals].

We are confident that your skills and experience make you a valuable asset to our team. We are excited to welcome you to [Company Name] and look forward to seeing what you can achieve.

Your salary will be [salary] per year, plus [list of benefits]. Your start date will be [start date].

We have attached a more detailed job description and benefits package for your review. Please let us know if you have any questions.

We look forward to hearing from you soon.

Sincerely, [Your Name] [Your Title]

[Company Name]