**LETTER TEMPLATE**

**JOB OFFER LETTER**

Dear **(Name of Candidate)**,

We are pleased to offer you **(part time or full time)** position of XYZ at ABC Company.

You were the top candidate among **(insert number of candidates)**. We are selecting you **(insert reasons for selection)**. Given below are the details of benefits, compensation, terms, and condition of your job with ABC Company.

We will start with **(insert pay rate)** per **(insert year etc)** on **(insert monthly, weekly, etc)** basis, starting **(insert period here)**.

You will be reporting to **(manager, supervisor)** starting on **(insert date)** at **(insert location)**. You will be working for **(insert hours or days expected)**.

You will be eligible for benefits such as **(health, dental, vision, etc)** and we are offering you **(insert compensation benefits)**.

You can call or email us for further information. We look forward to hearing from you.

Sincerely,

XYZ