**LETTER TEMPLATE**

**JOB OFFER LETTER**

Dear,

**(Insert Name of Applicant Here)**, **(Insert Name of Company Here)** is offering you **(Insert Job Title)** and we are excited to make you a part of our organization.

Out of **(Number of Candidates)**, you were among the top three. The reason we are selecting you for this job is **(Insert reason here)**. We are quite sure of your qualifications and believe that you would be a great fit for our team.

**(Insert Company’s Name here)** is offering a **(part time, full time)** position for you. You will be reporting to **(insert name of supervisor or manager)** starting at **(insert date here)** on **(insert location here)**. The expected hours for the work would be **(insert information here)**.

We are offering to start you at **(insert dollar amount here)** per **(insert year, hour, etc. here)**. You will be paid on **(weekly, monthly, bi-weekly etc.)** basis, starting **(Insert period here).**

As part of compensation, we are offering you **(insert compensation here)**. You will be eligible for **(insert benefits here).**

If you have any questions, feel free to call or email us.

Sincerely,

**(Name of Sender)**