**LETTER TEMPLATE**

**JOB OFFER LETTER**

**[Company name]** job offer / Job offer from **[Company name]**

Dear **[Candidate name],**

We’re delighted to extend this offer of employment for the position of **[Job title]** with **[Company name]**. Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be **[Start Date]** or another mutually agreed upon date, and you would report to **[Manager name]**.

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

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

Best regards,

**[Your name]  
[Signature]**