**LETTER TEMPLATE**

**JOB OFFERS LETTER**

**[Your Name]**

**[Company Name]**

**[Street Address]**

**[City, ST ZIP Code]**

**[Date]**

**[Recipient Name]**

**[Street Address]**

Dear **[Applicant Name],**

That last interview went well. We had **[# of applicants]** apply for this position, but you're our top choice because **[reasons this was the successful candidate].** We also think you'd be a great fit with our team because **[reason you think they'd be a great cultural fit].**

Do you have time **[date and time you'd like to meet]** to review the details of this job and talk about an offer?

Sincerely,

**[Your Name]**

**[Title]**