**FINANCIAL ANALYST JOB OFFER LETTER**

**[MM/DD/YYYY]**

Dear **[Candidate Name]**,

We are pleased to offer you the full-time position of Financial Analyst at **[company name]** with a start date of July 1st, 20XX, contingent upon a background check. **[manager/supervisor name]** at **[workplace location]** will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will work directly with business leaders to identify opportunities and drive process improvements. You will lead short-term and long-term financial planning, coordinate and support the month-end close process and present financial summaries and business insights to senior management.

The starting annual salary for this position is $60,000 to be paid on a semi-monthly basis by direct deposit starting on July 15th, 20XX.Your employment with **[company name]** will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason.

As an employee of **[company name]**, you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to two weeks’ vacation time. Other benefits will be described in more detail in the employee handbook and orientation package. By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 20XX.

If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

**[Your Signature]**

**[Your Printed Name]**

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| --- | --- | --- | --- | --- |
| **Signature** |  | **Printed Name** |  | **Date** |