Sample Job Offer Approval Letter

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

Subject: Approval of Job Offer

I am pleased to inform you that your application for the position of [Job Title] at [Company Name] has been approved. We were impressed with your qualifications and believe that you will be a valuable addition to our team.

Please review the attached terms and conditions of employment, and kindly sign and return the offer letter by [Date]. If you have any questions or require further clarification, please do not hesitate to contact me.

We are excited about the opportunity to work together and look forward to your positive response.

Congratulations once again, and welcome to the [Company Name] family!

Sincerely,

[Your Name]

[Your Title]