

Professional Job Offer Letter

Subject: Job Offer “ [Position Name]

Dear [Candidate Name],

We are pleased to offer you the position of [Position Name] at [Company Name]. Your skills and experience make you an ideal fit for our team.

Your starting date will be [Start Date], and your compensation package includes a salary of [Salary Details], along with benefits as discussed.

Please review the attached documents and confirm your acceptance by [Deadline Date]. We look forward to welcoming you to our organization.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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