

## Formal Offer Letter

Subject: Offer of Employment at [Company Name]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. Your skills and experience will be an excellent addition to our team.

Your starting date will be [Start Date], and your annual salary will be [Salary] along with the benefits package outlined in our company policy. Please review the enclosed documents and confirm your acceptance by signing and returning this letter.

We look forward to welcoming you to [Company Name] and achieving great success together.

Sincerely,

[Your Name]

[Title]

[Company Name]

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