

# Official Offer Letter for Senior Position

Subject: Executive Appointment at [Company Name]

Dear [Candidate Name],

It is with great pleasure that we extend to you the offer for the position of [Senior Job Title] at [Company Name]. Your proven expertise and leadership will be vital to our organization's continued success.

Your starting date will be [Start Date], with an annual compensation package of [Salary], inclusive of all applicable benefits. Enclosed are detailed terms of employment, which require your signature as confirmation.

We eagerly anticipate your positive response and look forward to your contribution at the executive level.

Sincerely,

[Your Name]

[Title]

[Company Name]

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