**Offer Letter**

[Company Name]

[Company Address]

[Date]

**Subject**: Offer of Employment

Dear [Candidate's Name],

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

**Position**: [Job Title]

**Start Date**: [Start Date]

**Salary**: [Salary] per annum

**Benefits**: [Brief description of benefits]

Please confirm your acceptance of this offer by signing and returning this letter by [Acceptance Deadline].

We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]