**Simple Job Offer Letter Sample**

horizontal line

**[Date]**

**[Recipient's Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]**

**Dear [Recipient's Name],**

We're excited to offer you the position of [Job Title] at [Company Name]. We were impressed with your skills and experience and look forward to you joining our team.

**Salary and Benefits:**  
You will be paid [Salary Amount] per year, before taxes. You will also have access to the standard benefits package, including health insurance and paid time off.

**Start Date:**  
Your first day will be [Start Date].

Please let us know by [Deadline] if you accept this offer.

**Welcome to the team!**

**Best,**

**[Your Name]  
[Your Job Title]  
[Company Name]**