

# Simple Job Offer Letter Sample

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[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]