

[Date]

[Sender's Name]

[Sender's Title]

[Sender's Company]

[Sender's Address] [Sender's City, State ZIP Code]

[Sender's Phone Number] [Sender's Email Address]

[Recipient's Name]

[Recipient's Address] [Recipient's City, State ZIP Code]

Dear [Recipient's Name],

I am pleased to inform you that we have decided to offer you the position of [Position Name] at [Company Name]. We were impressed with your qualifications and experience, and we believe that you will be a valuable asset to our team.

The starting salary for the position will be [salary], and the start date will be [start date]. Please let us know if you accept this offer by [date]. If you have any questions or concerns, please don't hesitate to contact us.

Sincerely,

[Sender's Name] [Sender's Title]

[Sender's signature]