**Sample Job Offer Letter**

4 April 2009

Candidate’s Name

Candidate’s Address

Dear Candidate:

We are pleased to offer you a job as Senior Sales Manager at XYZ Corporation on the terms and conditions detailed in this job offer letter.

Your commencement date will be on 1 April 2009. The starting salary for this position is XXX amount per annum. Details of your compensation package and other benefits including performance bonus and stock options are included as enclosures.

There shall be an initial probation period for six months, and your employment with us will be confirmed on the basis of your performance. You will be eligible for an annual vacation of 2 weeks.

The job offer stated in the enclosure is valid for a period of 10 days. If the terms and conditions are acceptable to you, please sign and return the duplicate copy of this job offer letter.

We look forward to your joining our team for a long and successful association.

Sincerely,

john

John Doe

Chief Manager, Human Resources

Enclosures:

Compensation Package