# Letter of offer template

You can use this letter to inform the successful applicant of your official offer of employment.

<Company letterhead or address>

<Applicant’s name>

<Street Address>

<Suburb, State, Postcode>

<Date>

Dear <Applicant’s name>

We are very pleased to offer you the position of <job title>.

We have attached the terms and conditions of this offer. Please read this information and sign and return the copy.

If you have any questions, please don’t hesitate to call me.

We look forward to having you join our team.

Yours sincerely

<Name of business representative>

<Title>