**JOB OFFER LETTER**

Dear **[Candidate Name],**

We are pleased to offer you the full-time position of Data Analyst at **[company name]** with a start date of July 15th, 20XX, contingent upon a background check. **[manager/supervisor name]** at **[workplace location]** will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will create, maintain, and ensure the integrity of Key Performance Indicators (KPI’s) from various sources of data. You will create dashboards and data insights to help propel the business and maintain current reports and queries that support them.

The starting annual salary for this position is $60,000 to be paid on a weekly basis by direct deposit starting on July 22nd, 20XX.

Your employment with **[company name]** will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As an employee of **[company name],** you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to two weeks vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 20XX.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

**[Your Signature]**

**[Your Printed Name]  
[Your Job Title]**