**JOB OFFER LETTER**

**Subject:** Acme Corp. Job Offer

Dear John,

Acme Corp. is pleased to offer you the position of Administrative Assistant, reporting to Mary Connelly in our Warburton offices.

Your start date will be June 1, 20XX. I’ve enclosed our welcome package, which outlines your salary and benefits, as well as our policies and procedures. Please sign to acknowledge receipt and your acceptance of our terms and return the last page in the envelope provided.

In the meantime, please feel free to contact me with any questions. We’re excited to welcome you to the team!

Sincerely,

Bill Smith  
Human Resources  
ACME Corp.