

Dear Sir,

I am pleased to inform you that your application for the position of [Job Title] has been reviewed and we are pleased to offer you the position. The offer is for a full-time position, starting on [Start Date]. The salary for this position is [Salary].

The duties of this position include [Duties]. We believe that your skills and experience make you a strong candidate for this position. We are excited to have you join our team and contribute to our success.

Please contact [Contact Information] if you have any questions or need further information. We look forward to hearing from you soon.

Sincerely,
[Signature]
[Name]
[Title]