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Business offer letter template word

Your Address
Your Contact Information
Date
Company Name
Company Address
Dear Mr. Smith (or contact you call by "Human Resources Manager, or Hiring Manager")
The first paragraph is an introduction of yourself and how you learned of the opportunity. It should be a brief statement of the opportunity. It should include your name, title, and company name.
The second paragraph is a summary of your skills and experience which are relevant to the position. It should be a brief statement of your skills and experience. It should include your education, work history, and any relevant achievements.
The third paragraph is a statement of your interest in the position. It should include a statement of your interest in the position and how you believe you are qualified for the position.
The fourth paragraph is a statement of your availability. It should include a statement of your availability to start the position and any other relevant information.
The fifth paragraph is a statement of your contact information. It should include your phone number, email address, and any other relevant information.
Sincerely,
Beverly E. Davis
Proprietor, House of Beverly Fashion

COMPANY LOGO
Company Name
Company Address

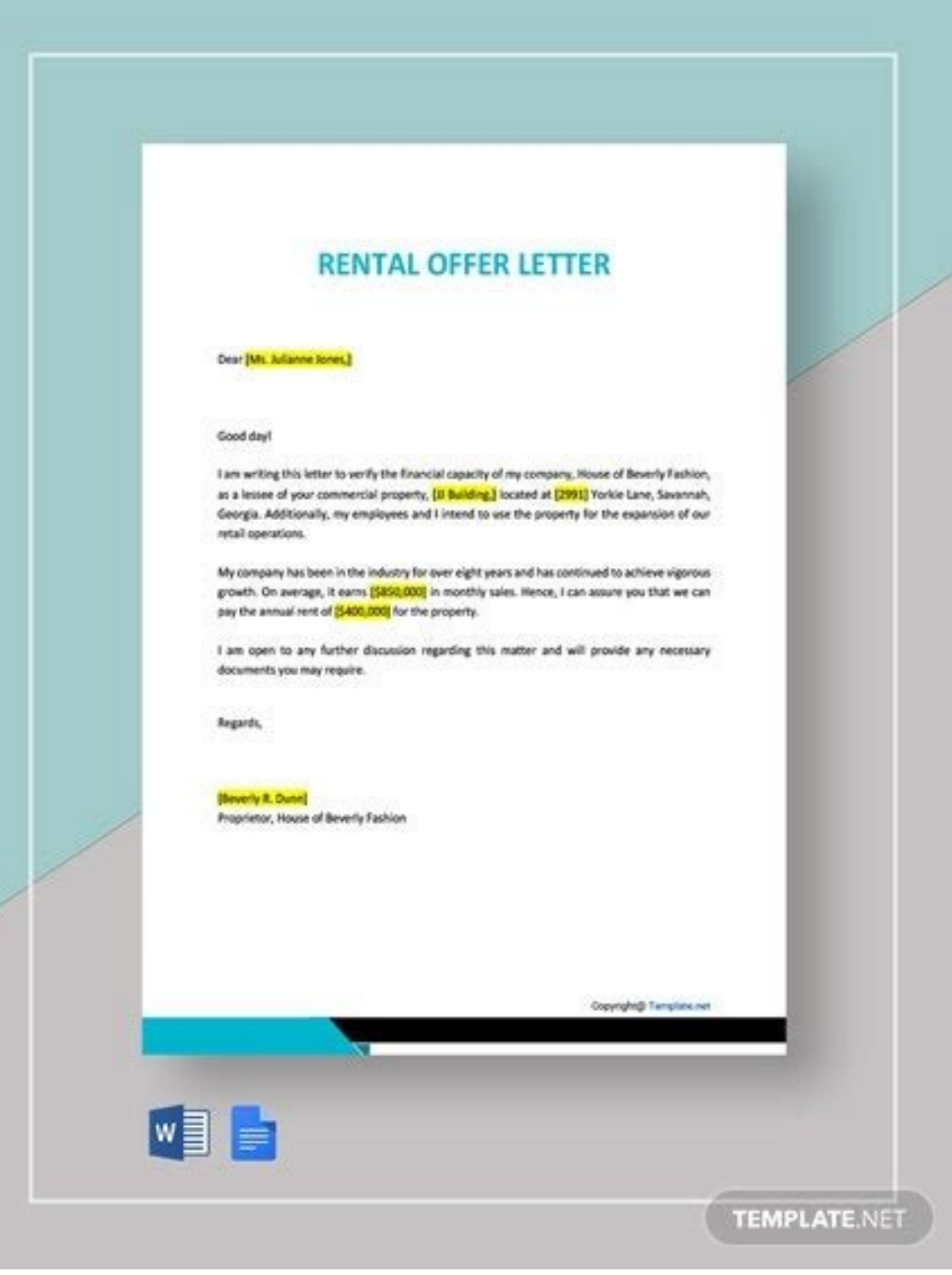
Dear Mr. Smith
Dear Mr. Smith
Dear Mr. Smith

My company has been in the industry for over eight years and has continued to achieve vigorous growth. On average, it earns \$1,000,000 in monthly sales. Hence, I can assure you that we can pay the annual rental of \$600,000 for the property.

I am open to any further discussion regarding this matter and will provide any necessary documents you may require.

Regards,
Beverly E. Davis
Proprietor, House of Beverly Fashion

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Sample Accepting an Offer Letter

1234 Ledgewood Drive
Cincinnati, Ohio 45207
May 22, 2006

Mr. Jack Bryan
Director of Corporate Recruitment
Products Unlimited Corporation
5555 Commerce Lane
Anytown, Ohio 40000

Dear Mr. Bryan:

Thank you for the time you and Ms. Smith have invested while considering my qualifications for the position of staff accountant. From all that I have learned, I am convinced that employment with Products Unlimited is the right choice for me.

I am, therefore, pleased to accept your offer as an accountant in the finance department at the agreed upon salary of \$32,000 per year. I understand that joining your staff is contingent upon completion of my degree and a routine medical examination. I will report to work on June 1. Please advise me of any additional details that require my attention.

I am eager to begin what I consider a most challenging career.

Sincerely,

Jan Storey

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