

Dear Sir,

I have the pleasure to inform you that your application for the position of [Job Title] has been reviewed and we are pleased to offer you the position on the following terms:

- Salary: [Salary]
- Benefits: [Benefits]
- Start Date: [Start Date]

Please contact me at [Phone Number] or [Email Address] to discuss the offer further.

Yours faithfully,
[Signature]

[Stamp]