

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:  
[Details of offer]

The offer is valid until [Date].  
Please contact [Name] at [Phone Number] if you have any queries.

Yours faithfully,  
[Signature]

[Name]  
[Address]  
[City]

[Additional details or conditions of offer]

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