

Simple Offer Letter

Dear [Candidate Name],

We're pleased to offer you the position of [Job Title] at [Company Name].

Key Details:

- Start Date: [_____]
- Working Hours: [_____]
- Remuneration: [_____]
- Reporting to: [_____]

This offer is subject to final reference checks and confirmation of your right to work in South Africa. A formal contract will follow upon acceptance of this letter.

Please confirm your acceptance by replying to this email or signing below.

We're excited to welcome you to the team!

Kind regards,

[Your Name]

[Title] | [Company Name]

[Signature Block]

Signature:

I accept the terms of this offer.

Signed: _____

Date: _____