[Company Letterhead/Logo]

[Date]

[Requesting Party Name/Organization]
[Requesting Party Address]
[City, State, Zip Code]

Subject: Job Offer Verification for [Candidate Name]

To Whom It May Concern,

This letter is to formally confirm that [Company Name] has extended a formal offer of employment to [Candidate Name].

The details of the offer are as follows:

- **Job Title:** [Position Title]
- **Proposed Start Date:** [Start Date]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Base Salary/Wage:** [Amount] per [Hour/Year]
- **Office Location:** [Work Location/Remote]

This offer is currently [Pending Acceptance / Accepted] and is subject to the successful completion of [Background Checks / Drug Screening / Reference Checks].

If you require any further information or additional documentation regarding this offer, please feel free to contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Your Name]
[Your Title]
[Company Name]