



Sample Job Offer Letter

MM/DD/YYYY

Candidate First and Last Name

Candidate Address

City, State, Zip

Dear [Candidate Name],

We are so thrilled that you will be joining the Cordovan Art School team!

We know that you bring a lot of industry expertise, passion, and talent, and we are dedicated to helping you succeed in your new role as [an Art Teacher] at Cordovan Art School.

Please review and sign the onboarding paperwork that is attached.

If you have any questions, please let me know, and welcome to the team!

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]