**Financial Analyst Job Offer Letter Template**

MM/DD/YYYY

Company Logo

Candidate First and Last Name  
Candidate Address  
City, State, Zip

Dear [Candidate Name],

We are pleased to offer you the full-time position of Financial Analyst at [company name] with a start date of July 1st, 2019, contingent upon a background check. [manager/supervisor name] at [workplace location] will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will work directly with business leaders to identify opportunities and drive process improvements. You will lead short-term and long-term financial planning, coordinate and support the month-end close process and present financial summaries and business insights to senior management. You will develop  scalable and efficient financial processes that support the business

The starting annual salary for this position is $60,000 to be paid on a semi-monthly basis by direct deposit starting on July  15th, 2019.

[Your employment](https://www.indeed.com/hire/c/info/job-offer-letter-f) with [company name] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time. (Source: Indeed)

As an employee of [company name], you are also eligible for our benefits program, which includes medical insurance, 401(k), and up to two weeks vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than July 1st, 2019.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,  
[Your Signature]

[Your Printed Name]  
[Your Job Title]  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_