

# Business Analyst Offer Letter

**[Your Company Name]**

[Your Address]

[City, State, ZIP Code]

[Date]

**[Recipient's Name]**

[Recipient's Address]

[City, State, ZIP Code]

**Subject:** Offer for Business Analyst Position

Dear [Recipient's Name],

We are delighted to extend an offer for the position of Business Analyst at [Your Company Name]. Your background in [specific skills/experience] makes you an ideal candidate for this role.

## Details of the Offer

- **Position Title:** Business Analyst
- **Job Responsibilities:** [Briefly outline main tasks.]
- **Compensation:** [Specify salary, bonuses, or benefits.]
- **Start Date:** [Proposed start date.]

We are excited about the prospect of you contributing to our ongoing success. Please confirm your acceptance of this offer by [response deadline].

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Company Name]

[Phone Number]

[Email Address]