**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]