Employee Name: John Doe

Position: Software Engineer

Department: Technology

Start Date: 1st November 2025

Salary: $75,000 per annum

Reporting Manager: Jane Smith

Dear John Doe,

We are pleased to offer you the position of Software Engineer at Acme Tech Solutions.

Your start date will be November 1st, 2025. You will be reporting directly to Jane Smith, Head of Technology.

Your annual compensation will be $75,000, paid monthly. Additional benefits include:

- Health insurance for you and your dependents

- Paid time off: 20 days per year

- 401(k) retirement plan

Your responsibilities will include:

1. Developing and maintaining software applications

2. Collaborating with cross-functional teams to deliver high-quality solutions

3. Participating in code reviews and technical discussions

4. Ensuring software meets performance, security, and scalability requirements

Please review this offer carefully and confirm your acceptance by signing below. We look forward to welcoming you to our team.

Sincerely,

Jane Smith

Head of Technology

Acme Tech Solutions