

**Global Corp Inc.** 123 Business Rd. New York, NY 10001

**Date:** November 27, 2025

**To:** Sarah Jenkins

**Re: Formal Offer of Employment**

Dear Sarah,

We are pleased to extend this **offer of employment** for the position at Global Corp Inc. Based on your interviews and qualifications, we believe you will be an excellent addition to the team.

**Job Title:** Senior Project Manager

**Salary:** Your starting annual base salary will be \$110,000, paid on a semi-monthly basis.

Please review the attached **employment contract** for detailed terms regarding benefits, non-disclosure agreements, and termination clauses.

To accept this offer, please sign and date the bottom of this letter and the attached contract by December 1, 2025.

Sincerely,

HR Department