

# EMPLOYMENT OFFER LETTER

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Date: January 15, 2026

Reference: EMP/2026/00142

Dear John Doe,

We are delighted to extend this formal offer of employment to you for the position of Senior Software Engineer at Example Tech Corporation. After a thorough review of your qualifications, technical skills, and performance during the interview process, we are confident that you will be an excellent addition to our engineering team.

This letter outlines the terms and conditions of your employment with our organization. Please review all sections carefully before signing and returning this document.

## POSITION DETAILS

- Job Title: Senior Software Engineer
- Department: Engineering - Platform Team
- Reporting To: Engineering Manager, John Smith
- Employment Type: Full-Time, Permanent
- Start Date: February 1, 2026
- Work Location: 456 Innovation Boulevard, Tech City, CA 94000
- Work Schedule: Monday to Friday, 9:00 AM - 6:00 PM

## COMPENSATION & BENEFITS

- Annual Base Salary: Competitive package (as discussed)
- Performance Bonus: Up to 15% of annual salary based on performance
- Stock Options: Equity participation as per company policy
- Health Insurance: Comprehensive medical, dental, and vision coverage
- Life Insurance: 2x annual salary coverage
- Retirement Plan: 401(k) with 4% company match
- Paid Time Off: 20 days annual leave + 10 public holidays
- Professional Development: Annual learning budget of USD 2,000

## ADDITIONAL BENEFITS

- Flexible work arrangements and remote work options
- Gym membership reimbursement up to USD 100/month
- Commuter benefits and parking allowance
- Employee assistance program (EAP)

## TERMS & CONDITIONS

1. Probation Period: Your employment will be subject to a 90-day probationary period, during which your performance and fit within the team will be evaluated.
2. Background Verification: This offer is contingent upon successful completion of background verification, including employment history and educational credentials.
3. Confidentiality: You will be required to sign a Non-Disclosure Agreement (NDA) to protect company proprietary information and trade secrets.
4. Non-Compete: A standard non-compete agreement for a period of 12 months post-employment will be applicable as per the terms to be provided separately.
5. At-Will Employment: Your employment is at-will, meaning either party may terminate the employment relationship at any time with appropriate notice.
6. Notice Period: A 30-day notice period is required from either party for termination of employment after the probationary period.

## REQUIRED DOCUMENTS

Please bring the following documents on your first day:

- Government-issued photo ID (Passport/Drivers License)
- Social Security Card or work authorization documents
- Educational certificates and transcripts
- Previous employment verification letters
- Signed copy of this offer letter

Please sign and return this letter by January 25, 2026 to confirm your acceptance of this offer. If you have any questions, please contact HR at [hr@exampletech.com](mailto:hr@exampletech.com).

We are excited to have you join Example Tech Corporation and look forward to your contributions to our team. Welcome aboard!

Sincerely,

**Jane Smith**

Director of Human Resources  
Example Tech Corporation

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Employee Signature

Date: \_\_\_\_\_