

[Company Logo] - New Horizon Solutions

Employment Offer Letter

Date: March 02, 2025

To: Jane Doe

Address: 123 Main St, Springfield, IL 62701

Position: Software Engineer

Department: Technology

Start Date: March 10, 2025

Reporting To: David Kim, Software Team Lead

Section 1 - Compensation:

- Salary: \$85,000 annually, paid bi-weekly
- Signing Bonus: \$2,000 (payable after 90 days)
- Performance Bonus: Up to 10% of salary, reviewed annually

Section 2 - Benefits:

- Health Insurance: Enrollment within 30 days
- 401(k): 3% company match
- PTO: 15 days/year
- Holidays: 10 company-recognized holidays

Section 3 - Terms and Conditions:

- Employment is at-will.
- Contingent upon successful background check and drug test.
- Non-compete agreement required (see separate document).
- Work Location: 456 Tech Ave, Springfield, IL 62701 (hybrid option available)

Section 4 - Acceptance:

- Please sign and return by March 07, 2025.
- Signature: _____ Date: _____

Contact:

- HR Manager: Emily Johnson (emily.johnson@newhorizon.com)
- Phone: (555) 987-6543
- Additional Information: Orientation scheduled for March 10, 9:00 AM.