APPOINTMENT LETTER

ACME Corporation

3147 Patterson Street

Sector-24

Houston, TX, 77002

Dear John Doe,

Congratulations! We are pleased to confirm that you have been selected to work for ACME Corporation. We are delighted to make you the following job offer.

The position we are offering you is that of Software Developer at a monthly salary of 50000 with an annual cost to company 600000. Your working hours will be from 9 AM to 5 PM, Monday to Friday.

Benefits for the position include:

* Health Insurance of 5 lakh
* Foreign trip with family
* Extra bonus based on performance

We would like you to start work on 2024-10-08. Please report toHR Manager, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 2024-10-08 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our ACME Corporation and look forward to working with you.

Sincerely,

Alice Johnson

Human Resource