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OFFER LETTER

Dear {employee\_name},

We are pleased to extend to you an offer for the position of {job\_title} for our office at {office\_address}. Your qualifications have impressed us, and we believe that you will be an excellent addition to our team.

As discussed, you will be working on a {work\_hours} hour per week basis with a gross annual base pay of {salary} payable on a monthly basis.

You will have an annual paid vacation leave credits of {vacation\_leave} and sick leave credits of {sick\_leave}, among other benefits.

Upon your acceptance of this letter, in order to fulfill our obligation arising from the legislation, you will be requested to proceed to a pre-employment health control to be conducted in the company's medical facility at the 3rd-floor medical clinic. This offer will expire {offer\_expiration}.

Please feel free to give me a call at {contact\_number} or send an email at {contact\_email} if you have any questions. We are looking forward to having you on-board!

Sincerely,

3147 Patterson Street, Houston, TX, 77002

[info@acmeglobal.com](mailto:info@acmeglobal.com) [www.acmeglobal.com](http://www.acmeglobal.com/)

(123) 1234567



# Signature:

Suresh Bhatt

Human Resource

As of the date of 10.05.2022

this job offer letter is accepted.