Dear {{Candidate\_Name}},

We are pleased to offer you the position of {{Job\_Title}} at Tally Inc. You will be reporting to {{Manager\_Name}}.

Your employment will begin on **{{Start\_Date}}**. Your compensation package is the following:

| **Compensation Component** | **Details** |
| --- | --- |
| {{t:"TableRow", e:"Compensation\_Package"}}{{Compensation\_Component}} | {{Details}} |

{{if $lowercase(Job\_Title) = ‘software engineer’ }}

You will be sent a 15-inch laptop and a monitor 3 business days prior to your start date.

{{endif}}

{{if $lowercase(Job\_Title) = ‘account executive’}}

You will be sent a 13-inch laptop and a tablet 3 business days prior to your start date.

{{endif}}

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

**Please sign below to accept your offer of employment.**

Sincerely,

HR

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date Signed