

Employment Offer Letter Format

April 7, 2025

David Kim

San Francisco, CA 94102

Dear David Kim,

We are pleased to extend an offer of employment for the position at our company. After thoroughly reviewing your qualifications, we firmly believe your skills and experiences align well with our team and the goals we hope to achieve. We are confident you will contribute significantly to our team's success.

This position has an impressive compensation package, including a competitive salary, comprehensive health benefits, and professional development opportunities. Specific details regarding your position and compensation are included in the attached document.

We hope you will accept our offer and join our team. For any further clarification, feel free to contact us. We look forward to your positive response. Please sign and return this letter by April 10, 2025, to confirm your agreement.

Sincerely,

A black rectangular box with a red border, used to redact the signature of the sender.

Human Resources Manager

[Redacted]

Acceptance of Employment

I, **David Kim**, with this accept the terms of employment as outlined in this letter.

Signature

[Redacted]