

# HIRING OFFER LETTER

October 7, 2024

Jennifer Rodriguez

Houston, TX 77001

Dear Jennifer,

We are pleased to extend an offer for the position of **Technical Writer** with [REDACTED]  
[REDACTED] We believe that your skills and experience will be a valuable addition to our team.

Position Details:

Detail	Information
Start Date	November 1, 2024
Salary	\$110,000 per year
Work Schedule	Monday to Friday, 9 AM to 5 PM
Location	Remote, with occasional visits to the San Francisco office

As a member of our team, you will be eligible for the following benefits:

Benefits	Details
Health Insurance	Including dental and vision
Retirement Plan	Company match available
Paid Time Off	15 days annually, plus holidays
Flexible Work Hours	Adaptable hours to fit your schedule
Professional Development Opportunities	Training programs and conferences

Please confirm your acceptance of this offer by signing and returning this letter by **October 14, 2024**. We are excited about the possibility of you joining our team and look forward to your positive response.

Sincerely,

[Redacted Signature]

Human Resources Director

[Redacted Title]

**Acceptance of Employment:**

I, Jennifer Rodriguez, hereby accept the terms of employment as outlined in this letter.

*Signature*

[Redacted Signature]

