



# JOB OFFER LETTER WITH SALARY STRUCTURE

October 15, 2023

Marcus Johnson  
Tacoma, WA 98401  
[Redacted Address]

Dear Mr. Marcus,

We are pleased to extend an offer of employment for the position of **Technical Writer** at [Redacted Company Name]. We believe your skills and experience will be a valuable addition to our team.

Your total compensation details are outlined below:

Compensation Component	Details
Base Salary:	\$78,000 per year
Bonuses:	Up to \$10,000 annually
Health Insurance:	Comprehensive coverage
401(k) Retirement Plan:	Company match available
Paid Time Off (PTO):	15 days annually
Flexible Working Hours:	Yes
Professional Development:	Opportunities available

Your expected start date will be **November 1, 2023**.

Please review the terms of this offer carefully. If you accept this offer, please sign and return this letter by **October 22, 2023**. We are excited about the possibility of you joining our team and contributing to the success of the company.

If you have any questions, feel free to reach out to me at [REDACTED] or [REDACTED]  
[REDACTED]. We look forward to hearing from you soon.

Sincerely,

[REDACTED]

Human Resource Manager

[REDACTED]