

Dear Mahesh,

Following our recent discussions, it is with great pleasure that we formalize our offer for you to join **[Company Name]**. We were consistently impressed with your experience and vision, and we are confident you will be an invaluable asset to our team.

The Offer

We are thrilled to extend an offer for the position of **[Job Title]** on a **12-month fixed-term contract**.

This role is based at our **[City, State]** office, and you will be reporting directly to **[Manager's Name]**, **[Manager's Title]**. Your anticipated start date will be **[Start Date]**.

Compensation & Benefits

Your compensation package has been structured as follows:

- **Annual Base Salary:** A gross annual salary of **[Amount]**, payable in monthly installments, subject to standard payroll deductions.
- **Performance Bonus:** You will be eligible for a discretionary performance-based bonus of up to **[Percentage]**% of your base salary, based on both company and individual achievements.
- **Benefits Package:** You will be eligible to participate in our comprehensive benefits program, which includes medical, dental, and vision insurance, as well as our company retirement plan, effective from your first day of employment.
- **Paid Time Off (PTO):** You will accrue **[Number]** days of paid time off annually, in addition to company-observed public holidays.

Accepting This Offer

This offer is contingent upon the successful completion of a background and reference check.

We believe you will make a significant contribution to our company and are very excited about the prospect of you joining our team. To accept, please sign and return a copy of this letter by **[Response Deadline Date]**.

Should you have any questions, please do not hesitate to reach out. We look forward to welcoming you.

Sincerely,

[Your Name] [Your Title] **[Company Name]**