

[Date]

[Candidate Name] [Candidate Address] [Candidate Phone] [Candidate Email]

Subject: Offer of Employment with [Company Name]

Dear [Candidate Name],

Following our recent discussions, it is with great pleasure that we extend to you this formal **Offer of Employment** for the position of **[Job Title]** at [Company Name]. We were consistently impressed with your qualifications and experience, and we believe you will be a tremendous asset to our team.

This letter outlines the terms and conditions of your employment.

Position Details

- Title:** [Job Title]
- Reporting To:** [Manager's Name], [Manager's Title]
- Location:** [Office Location / Remote]
- Anticipated Start Date:** [Start Date]

Your primary responsibilities will be discussed further during your orientation, but they will generally encompass the duties outlined in the job description and during your interviews.

Compensation & Benefits

- Base Salary:** You will receive an annual gross salary of **\$[Salary Amount]**, payable in [e.g., bi-weekly, semi-monthly] installments, subject to standard payroll deductions.
- Bonus Potential:** You will be eligible to participate in the company's annual discretionary bonus plan, based on both company and individual performance.
- Benefits Package:** You will be eligible for our **comprehensive benefits package**, which includes:
 - Medical, Dental, and Vision Insurance
 - [Retirement Plan, e.g., 401(k)] with Company Match
 - Paid Time Off (PTO) and Company Holidays
 - [Other Key Benefits, e.g., Life Insurance, Professional Development Stipend]

Further details regarding these benefits will be provided in your new hire orientation packet.

Conditions of Employment

This offer is contingent upon the successful completion of a **background check** and your ability to provide **proof of your legal right to work** in [Country/Region], as required by law.

Acceptance of This Offer

We are incredibly excited about the prospect of you joining our team. To accept this offer, please

sign and return a copy of this letter by **[Decision Deadline]**.

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Your journey with us is one we look forward to starting. Should you have any questions, please do not hesitate to contact me directly.

Sincerely,

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

Accepted and Agreed:

[Candidate Name]

Date