

[Date]

Dear Mr. Manish,

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]** with [Company Name]. We were all thoroughly impressed with your qualifications and believe you will be an invaluable asset to our team.

We are confident that your skills and experience will contribute significantly to our company's success.

## Position Details

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

## Compensation & Benefits

Your comprehensive compensation package is outlined below:

- Base Salary:** An annual base salary of **[Annual Salary]**, paid in [e.g., bi-weekly, monthly] installments and subject to standard payroll deductions.
- Performance Bonus:** Eligibility for a discretionary annual performance bonus of up to **[Percentage]%** of your base salary, contingent upon company and individual performance metrics.
- Benefits Package:** You will be eligible for our company's comprehensive benefits plan, which includes medical, dental, and vision coverage, as well as a retirement savings plan. Further details will be provided in your onboarding package.

## Next Steps

This offer is contingent upon the successful completion of a routine background check and verification of your employment eligibility.

To accept this offer, please sign and return a copy of this letter by **[Acceptance Deadline]**. Your signature will confirm your understanding and acceptance of these terms.

We are extremely excited about the prospect of you joining our team. We look forward to the innovative perspective and dedication you will bring.

Should you have any questions, please do not hesitate to contact me directly.

Sincerely,

[Your Name] [Your Title] [Company Name] [Your Contact Information]

Creativity Unleashed