

Dear Mahesh,

Following our recent discussions, it is with great pleasure that we formalize our offer of employment with **[Company Name]**. We were thoroughly impressed with your qualifications and expertise, and we are confident that you will be an invaluable asset to our team.

This letter outlines the terms and conditions of your offer.

## Your Role

- **Position Title:** **[Position Title]**
- **Reporting To:** **[Manager's Name]**, **[Manager's Title]**
- **Anticipated Start Date:** Your employment is scheduled to begin on **[Start Date]**.
- **Location:** **[Office Location / Remote Status]**

## Compensation & Benefits

- **Base Salary:** Your starting annual base salary will be **[Annual Salary Amount]**, payable in **[bi-weekly/semi-monthly]** installments, subject to standard payroll deductions.
- **Performance Bonus:** You will be eligible to participate in the company's annual discretionary bonus plan, with a target of **[Bonus Percentage]%** of your base salary, contingent upon both company and individual performance.
- **Benefits Package:** As a full-time employee, you are eligible for our comprehensive benefits package, which includes:
  - Medical, Dental, and Vision Insurance
  - Paid Time Off (PTO) and Company Holidays
  - Retirement Savings Plan with Company Match
  - Professional Development and Training Opportunities

## Offer Contingencies

Please note that this offer is contingent upon the successful completion of a **standard background check** and verification of your **eligibility to work** in **[Country/Region]**.

## Accepting This Offer

We are truly excited about the prospect of you joining our team. To accept this offer, please sign and return this letter by **[Acceptance Deadline]**.

We understand this is an important decision and are available to answer any questions you may have. We look forward to welcoming you to **[Company Name]**.

Sincerely,

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