



**Sarah Johnson**  
456 Residential Lane  
Apartment 2B  
Mountain View, CA 94041  
Email: sarah.johnson@email.com

**Subject: Job Offer - Senior Software Engineer**

Dear Sarah Johnson,

We are pleased to offer you the position of **Senior Software Engineer** in our Engineering department at ManpowerGroup Services India Pvt Ltd.. We were impressed with your qualifications and believe you will be a valuable addition to our team.

**Position Details**

- **Position:** Senior Software Engineer
- **Department:** Engineering
- **Reporting to:** Michael Chen, Engineering Manager
- **Start Date:** February 15, 2024
- **Work Location:** Hybrid (3 days in office, 2 days remote)
- **Employment Type:** Full-time, Exempt

**Compensation & Benefits**

- **Annual Salary:** \$1,450,000.00
- **Pay Frequency:** Monthly
- **Annual Bonus:** Performance-based annual bonus up to 20
- **Equity:** Stock option grant as per company equity program
- **Benefits:** Medical, dental, vision insurance, Provident Fund, life insurance, group medical insurance
- **Vacation:** 21 days paid vacation plus company holidays and personal days

## 1 Terms and Conditions

This offer is contingent upon successful completion of background check and verification of your eligibility to work in India.

Your employment with ManpowerGroup Services India Pvt Ltd. will be governed by the terms of employment as per Indian labour laws and company policies.

You will be required to sign our standard Confidentiality and Invention Assignment Agreement as a condition of employment.

This position requires compliance with our code of conduct and all company policies as outlined in the employee handbook.

You agree to dedicate your full professional time and attention to your duties at ManpowerGroup Services India Pvt Ltd. during your employment.

The employment is subject to satisfactory medical examination and verification of documents.

#### Next Steps

Please review this offer carefully. We understand this is an important decision and encourage you to take the time you need. We would appreciate your response by January 27, 2024.

#### To accept this offer:

1. Sign and return this offer letter
2. Complete and return the attached employment forms
3. Provide necessary documents for verification
4. Schedule your first day with HR at [hr@manpowergroup.com](mailto:hr@manpowergroup.com)
5. Confirm your start date and any questions about onboarding

We are excited about the possibility of you joining our team and look forward to your positive response. If you have any questions regarding this offer, please don't hesitate to contact me.

Sincerely,

**Signature:**

**Date:**

January 20, 2024

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Priya Sharma  
Senior Manager - Human Resources

#### OFFER ACCEPTANCE

I, Sarah Johnson, accept the above offer of employment with ManpowerGroup Services India Pvt Ltd. under the terms and conditions stated.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date