

ABC Tech Solutions

Date: September 15, 2023

John Doe
123 Main Street
Anytown, USA 12345

Dear John Doe,

We are pleased to extend you an offer of employment for the position of Software Engineer at ABC Tech Solutions, subject to the successful completion of all pre-employment requirements.

Your anticipated start date is October 1, 2023, and you will report directly to Jane Smith, our Engineering Manager.

Terms of Employment:

- Position: Software Engineer
- Department: Engineering
- Location: 456 Tech Avenue, Techville, USA
- Employment Type: Full-Time
- Salary: \$85,000 per annum
- Work Schedule: Monday to Friday, 9:00 AM to 5:00 PM

Benefits:

- You will be eligible for our comprehensive benefits package, including health insurance, a retirement plan, and paid time off.

We are excited to have you join our team and believe that your skills and experience will be a valuable asset to our organization. Please review the enclosed documents, including our employee handbook and the terms of your employment.

To accept this offer, please sign and return a copy of this letter by September 22, 2023. You may return it via email to hr@abc.com or by mail to 789 That Street, Random Town, USA, 54321.

Once again, congratulations on your new position, and welcome to ABC Tech Solutions. We look forward to your contribution to our team.

Sincerely,

Nuk Our
Recruiter
ABC Tech Solutions