

Company Offer Letter

[Date]

[Candidate Name]

[Candidate Address]

City, State, Zip Code

[Contact Information]

Dear [Candidate Name],

On behalf of [Name of Company], I would like to offer you employment with our company starting on [Employment Start Date] with the following terms and conditions:

You will serving as [Position or Title] reporting directly to [Name of Immediate Superior and Role] at [Job Location].

Your base salary will be [Amount] per year paid on a monthly basis. You will receive an initial hiring bonus of [Hiring Bonus Amount] with the following benefits: [Place list of company employed benefits].

You will be given [Number] days of paid vacation leave and [Number] days of sick leave credits.

Please send a signed duplicate copy of this offer letter not later than [Expiry Date] expressing your acceptance of the job offer and the terms and conditions of employment.

For any additional queries and clarifications, do not hesitate to give me a call or email from the details provided below. We look forward to having you in our company.

Sincerely yours,

[Signature]

[Name of Company Representative]

[Role or Position]

[Contact Information]

I hereby accept and approve all the terms and conditions herewith. Signed on this [Date Signed].

[Signature]

[Candidate Name]