

<date>

Dear <first_name>,

On behalf of <company_name>, I am pleased to offer you the position of <job_title>. In this position, you will report to <Manager>, <Manger_Title>, and your start date will be <job_start_date>

You will receive a <Drop-down--weekly/biweekly/monthly/annual> salary in the amount of \$<amount>.

<text> <text>

Please confirm your acceptance of this offer by signing this letter. We are delighted to have you join the <company_name> team and look forward to your response. Please do not hesitate to let me know if you have any questions.

Sincerely,

<Manager's Signature>

<Manager Name>

<Manager Title>

<Company Name>

<Manager email>

<Manager phone>

I agree to the terms and accept this offer of employment

Name

Signature

Date