

OFFER LETTER

Dear ,

We are pleased to extend an offer of employment for the position of . After careful consideration of your qualifications, skills, and experiences, we believe they will align well with the requirements of this position and we are confident that you will make a significant contribution to our organization.

Terms of Employment:

Position:	Start Date:
Department:	Salary: \$

Benefits: You will be eligible for a comprehensive benefits package including health insurance, retirement plans, and other perks as outlined in our employee handbook.

Conditions of Employment:

- Your initial employment will be probationary for a period of during which time your performance will be assessed.
- This offer is contingent upon the successful completion of a background check.
- You will be required to provide proof of your eligibility to work in .
- You will be required to sign our confidentiality agreement to protect sensitive company information.

Please indicate your acceptance of this offer by signing and returning a copy of this letter by . If you have any questions or need further clarification feel free to contact at or .

We look forward to welcoming you to our organization and are excited about the contributions we know you will make to our team.

Sincerely,

