

Thomas Livee

me@example.me



[Insert Date]

[Recipient's Full Name]

[Recipient's Address]

We are pleased to offer you the position of Software Engineer with Example Corp.

Your employment will commence on January 1, 2022, and you will be based at London, United Kingdom. You will report directly to Engineering Manager.

Your gross annual compensation will be 75000 USD, payable in accordance with the company's standard payroll practices. Details of benefits, bonuses, and other applicable incentives will be communicated separately or outlined in the employment contract.

Your employment status will be full-time, subject to a probationary period of 6 months.

This offer is subject to your acceptance of the terms and conditions of employment, successful completion of any required background or reference checks, and your eligibility to work in the applicable jurisdiction.

Please confirm your acceptance of this offer by signing and returning this letter no later than February 15, 2024.

We are excited about the opportunity to have you join Example Corp and look forward to a successful working relationship.

Sincerely,

[company Name]