
Employment Offer Letter For Immigration

Innovative Tech Solutions

7890 Digital Way

San Diego, CA 92123

hr@innovativetech.com

555-987-6543

May 6, 2024

To Whom It May Concern:

We are pleased to confirm that Mr. John Lee has been offered the position of Senior Data Analyst at Innovative Tech Solutions. Mr. Lee has accepted this offer and is expected to start his employment with us on July 1, 2024.

Employment Details:

- **Job Title:** Senior Data Analyst
- **Type of Employment:** Full-time
- **Annual Salary:** \$95,000
- **Work Location:** 7890 Digital Way, San Diego, CA 92123

Additional Benefits:

- **Relocation Allowance:** Mr. Lee will receive a one-time relocation allowance of \$5,000 to assist with moving expenses.
- **Health Insurance:** Mr. Lee will be eligible for our comprehensive health insurance plan, effective from the first day of employment.

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- **Retirement Plan:** He will be eligible to participate in our 401(k) retirement plan with a company match up to 5% of his salary.
 - **Vacation and Paid Time Off:** Mr. Lee will be entitled to 20 days of paid vacation per year, along with standard federal holidays.

This offer of employment is contingent upon Mr. Lee obtaining the necessary work authorization to be employed in the United States.

We are confident that Mr. Lee will be a valuable addition to our team and look forward to his contributions to our company. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

Maria Gonzalez
Human Resources Manager
Innovative Tech Solutions