

Offer Letter to Employer

John Doe

123 Elm Street

Springfield, IL 62701

john.doe@example.com

(555) 987-6543

June 23, 2024

Jane Smith

HR Manager

Tech Innovators Inc.

456 Oak Avenue

Springfield, IL 62701

Dear Jane Smith,

I am writing to formally accept the offer for the position of Senior Software Engineer at Tech Innovators Inc. I am very excited about the opportunity to join your esteemed company and contribute to the innovative projects your team is working on.

I have carefully reviewed the terms and conditions outlined in the offer letter, including the start date, compensation package, and benefits. I am pleased to confirm my acceptance of the following details:

Position: Senior Software Engineer

Start Date: July 15, 2024

Compensation:

Basic Salary: \$70,000 per annum

House Rent Allowance (HRA): \$20,000 per annum

Special Allowance: \$10,000 per annum

Performance Bonus: Up to 15% of basic salary

Other Benefits: \$20,000 per annum

I understand that my employment with Tech Innovators Inc. is at-will and that I will be required to sign a confidentiality agreement.

I am confident that my skills and experience will be a valuable addition to your team. I look forward to contributing to the continued success of Tech Innovators Inc. and am eager to start working with the team on July 15, 2024.

If there are any additional documents or forms required prior to my start date, please let me know. I am available to complete any necessary pre-employment procedures at your earliest convenience.

Thank you again for this exciting opportunity. I look forward to being part of Tech Innovators Inc.

Sincerely,

John Doe