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# Offer Letter with Salary Structure

**Tech Innovators Inc.**

June 22, 2024

**John Doe**

123 Elm Street  
Springfield, IL 62701

Dear John Doe,

We are pleased to extend you an offer of employment for the position of Senior Software Engineer at Tech Innovators Inc. We are excited about the potential for you to contribute to our team and look forward to working with you.

**Position:**

Senior Software Engineer

**Start Date:**

July 15, 2024

**Compensation:**

Your total annual compensation package will be \$120,000, structured as follows:

1. **Basic Salary:** \$70,000 per annum.
2. **House Rent Allowance (HRA):** \$20,000 per annum.
3. **Special Allowance:** \$10,000 per annum.
4. **Performance Bonus:** Up to 15% of your basic salary, based on individual and company performance.
5. **Other Benefits:** \$20,000 per annum.

Your salary will be paid on a bi-weekly basis, subject to applicable withholdings and taxes. Detailed breakdown:

<b>Component</b>	<b>Amount (per annum)</b>
Basic Salary	\$70,000
House Rent Allowance (HRA)	\$20,000
Special Allowance	\$10,000
Performance Bonus	Up to \$10,500
Other Benefits	\$20,000
<b>Total Compensation</b>	<b>\$120,000</b>

**Benefits:**

As a full-time employee, you will be eligible to participate in our benefits program, which includes health insurance, retirement plans, and paid time off. Full details of the benefits program will be provided during your orientation.

**Job Responsibilities:**

You will be responsible for designing, developing, and maintaining software applications. A more detailed job description is attached for your reference.

**Employment At-Will:**

Please note that your employment with Tech Innovators Inc. is at-will. This means that either you or the company can terminate the employment relationship at any time, with or without cause or notice.

**Confidentiality Agreement:**

As a condition of your employment, you will be required to sign a confidentiality agreement. This agreement prohibits you from disclosing any confidential or proprietary information related to Tech Innovators Inc.

**Acceptance of Offer:**

To accept this offer, please sign and date this letter in the space provided below and return it to us by June 30, 2024. If you have any questions or need additional information, please feel free to contact Jane Smith at [jane.smith@techinnovators.com](mailto:jane.smith@techinnovators.com) or (555) 123-4567.

We are excited about the possibility of you joining our team and look forward to your positive response.

Sincerely,

**Jane Smith**

HR Manager

Tech Innovators Inc.

[jane.smith@techinnovators.com](mailto:jane.smith@techinnovators.com)

(555) 123-4567

**Accepted by:**

John Doe

Date

This filled-in offer letter includes specific details and should be customized further based on the actual terms of employment and company policies