Job Offer Letter For Immigration

**XYZ Technologies Inc.**789 Innovation Drive  
Techville, CA 94088  
United States  
Phone: (555) 678-1234  
Email: hr@xyztech.com  
October 1, 2024

**Ms. Ana Maria Rodriguez**123 Calle Vista  
Buenos Aires, C1001AAA  
Argentina

Dear Ms. Rodriguez,

We are pleased to offer you the position of Software Engineer with XYZ Technologies Inc. This formal offer is contingent upon your ability to fulfill the immigration requirements set by the United States Citizenship and Immigration Services (USCIS) and obtaining the necessary H-1B work authorization.

**Position Details:  
Job Title:** Software Engineer  
**Start Date:** January 5, 2025, or another mutually agreed upon date  
**Job Location:** 789 Innovation Drive, Techville, CA 94088, United States  
**Reporting To:** John Smith, Lead Software Developer

**Compensation and Benefits:  
Salary:** $85,000 per year  
**Benefits:** Health, dental, and vision insurance, 401(k) plan with company match, 3 weeks paid vacation, and relocation assistance  
**Other Compensation:** Performance-based annual bonuses up to 10% of annual salary

**Employment Conditions:**This offer of employment is contingent upon the completion of all applicable immigration processes and your demonstration of eligibility to legally work in the United States. You will be required to submit all necessary documentation for a work visa application, including this job offer letter, to the United States Citizenship and Immigration Services (USCIS).

**Additional Terms/Conditions:**You will be expected to adhere to all company policies and procedures. Your employment with XYZ Technologies Inc. is at-will, meaning either party can terminate employment at any time without cause.

We believe your skills and experiences are an ideal match for our team, and we look forward to a prosperous working relationship. Please indicate your acceptance of this offer by signing and returning this letter by October 15, 2024.

Thank you for considering this opportunity with XYZ Technologies Inc. We hope you will join us and contribute to our continued success.

Sincerely,

**James Lee  
Human Resources Manager  
XYZ Technologies Inc.  
hr@xyztech.com  
Phone: (555) 678-1234**