
Job Offer Letter to Employee

Acme Corp.

100 Industry Way

Springfield, IL 62704

United States

Phone: (217) 555-0100

Email: hr@acmecorp.com

October 1, 2024

Mr. Tom Johnson

4567 Maple Street

Chicago, IL 60614

Dear Mr. Johnson,

We are pleased to extend to you the offer of employment for the position of Project Manager at Acme Corp. We believe your skills and experiences will be a valuable addition to our team.

Position Details:

Job Title: Project Manager

Start Date: November 1, 2024, or another mutually agreed upon date


Job Location: 100 Industry Way, Springfield, IL 62704

Reporting To: Susan Smith, Director of Project Management

Job Description: You will be responsible for overseeing all aspects of project planning and execution, ensuring projects are completed on time, within budget, and to our quality standards.

Compensation and Benefits:

Salary: \$75,000 per year payable in bi-weekly installments



Benefits: Health insurance, dental and vision coverage, 401(k) with company match, four weeks paid vacation, and life insurance

Bonus (if applicable): Eligible for an annual performance bonus of up to 10% of base salary

Terms of Employment:

Your employment with us will be on a full-time basis, which means either party can terminate employment at any time, with or without cause.

Additional Details:

You will be expected to sign a confidentiality agreement and a non-compete agreement as conditions of your employment.

We are excited about the potential that you bring to our company. Please confirm your acceptance of this offer by signing and returning this letter by October 15, 2024.

We look forward to welcoming you to the Acme Corp team! If you have any questions, please do not hesitate to contact me directly at (217) 555-0100 or hr@acmecorp.com.

Sincerely,

Jane Doe

Human Resources Manager

Acme Corp.

hr@acmecorp.com

Phone: (217) 555-0100