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# Employment Offer Letter

A formal offer of employment outlining position details, compensation, and terms of employment.

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Dear Jane Doe,

We are pleased to offer you the position of Software Engineer at Acme Corporation. We believe your skills and experience will be a valuable addition to our team. Please review the terms and conditions of your employment outlined below.

## 1. Position and Duties

You will be employed as Software Engineer in the Engineering department, reporting to John Smith. Your primary work location will be 123 Main Street, City, State. Your specific duties and responsibilities will be communicated to you by your manager and may be adjusted from time to time based on the needs of the Company.

Your anticipated start date is [Start Date].

## 2. Compensation

Your annual base salary will be \$85,000, payable on a Bi-weekly basis, less applicable taxes and withholdings. Your salary will be subject to periodic review and may be adjusted at the Company's discretion based on performance, market conditions, and Company policy.

## 3. Benefits

You will be eligible to participate in the Company's standard benefits programs, subject to the terms and conditions of each plan. Benefits may include health insurance, dental and vision coverage, retirement plan contributions, and paid time off. Full details of benefits will be provided during your onboarding orientation. The Company reserves the right to modify, amend, or discontinue any benefit program at its discretion.

## 4. Employment Relationship

Your employment with the Company is on an at-will basis, which means that either you or the Company may terminate the employment relationship at any time, for any reason, with or without cause or advance

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notice. This letter does not constitute a contract of employment for any fixed term.

## 6. Confidentiality and Non-Disclosure

As a condition of your employment, you will be required to sign a separate Confidentiality and Non-Disclosure Agreement. You agree that during and after your employment, you will not disclose, use, or otherwise exploit any confidential or proprietary information of the Company except as required in the performance of your duties.

## 7. Conditions of Employment

This offer of employment is contingent upon: (a) satisfactory completion of any required background checks; (b) your eligibility to work in the applicable jurisdiction; and (c) execution of all required employment documents.

## 8. Acceptance

To accept this offer, please sign and return this letter by [Offer Expiration Date]. If we do not receive your signed acceptance by this date, the offer may be withdrawn.

We are excited about the prospect of you joining our team and look forward to working with you.

Sincerely,  
Acme Corporation

## SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date set forth above.

**Employer**

**Candidate**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_