Employment Offer Letter

This Employment Offer Letter informs the candidate of a job opportunity and the main terms of employment. It serves as a formal record of the employer's intent to hire the individual, subject to acceptance by the candidate.

Dear **David**,

We are pleased to offer you the position of **Manager** at **Abc Ltd**. We are excited about the potential you bring and are confident you will make a valuable contribution to our team.

Position Details

Start Date: 11/01/2010
Department: Sales
Reports To: Sara Abraham

Compensation & Benefits

Base Salary: 20000
Payment Frequency: Monthly
Bonus Eligibility: 15000

Benefits

Health Insurance: 1000
Retirement Plan: N/A
Paid Time Off: As per company leave policy

Conditions of Employment

Employment is at-will, meaning either party may terminate the employment relationship at any time for any reason, with or without cause or notice.
This offer is contingent upon the successful completion of background verification and reference checks.
You will be required to sign a confidentiality and intellectual property agreement on or before your first day of work.

Work Schedule

Your regular working hours will be from 09:00 AM to 06:00 PM, Monday to Friday.

Workplace Location

Your primary place of work will be: **Southampton**

Acceptance of Offer

To confirm your acceptance of this offer, please sign and return this letter by **17/01/2010**.

We look forward to you joining the **Abc Ltd** team!

Sincerely,

sara Abraham

Abc Ltd

Acknowledgment:

I, **David**, accept the terms of employment outlined above and agree to begin employment on **11/01/2010**.

Signature: _____

Date: _____