

Offer Letter

From,
Tom Johnson
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29/10/2021

To,
Matthew Samson
212-1028 Feugiat St.
Williston Nevada 28192

Subject:

Dear Matthew Samson,

We are happy to inform you that you are selected for temporary employment at the [company name] as an [designation] effective from [date]. You will be allotted the project with a salary of [amount] per day which is needed to be complete by [date].

As per our discussion, the designation you'll be working on does not cover company benefits. We require you to report to [manager] on your joining day at the company. Also, we will complete all the formalities on the same day therefore, ready your document.

The office timing you will be working on is [time]to [time]. You'll be paid an amount of [amount] for working over hours if needed. We are looking forward to working with you. If you have any queries, contact me directly.

Sincerely,
(Your Signature Here)
Tom Johnson
(Your Job Title)