

Offer Letter

From,
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To,
Matthew Roy
32 St. Thomas Church
Florida

Subject:

Dear Matthew Roy,

We are delighted to extend our offer at [Company name] for the position of [designation] starting from [date]. Your skills and experience are a perfect match for our company.

The shift you will be working in is [time] to [time]. On your first day, you are required to report [manager name] and the start package you are going to receive is [salary package].

The employment will cover all your and your dependent family's medical expenses. We also provide dental insurance to our employees so, you're entitled to that as well.

Our company also provides [no. of days] paid vacation every year and also, [no. of leaves] personal and sick leaves. Your employee retirement plan will start from 120 of your joining date. Kindly send the signed copy of this letter to [address] if you accept this offer letter of employment. Also, on acceptance of the offer, we'll dispatch the handbook and employment forms which include the policies and plans of our company.

Please contact me directly for any queries.

Sincerely,

(Your Signature)

John Greene

(Your Designation)