

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Candidate Full Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Offer of Employment

Dear [Candidate Name],

We are pleased to offer you the permanent position of [Job Title] at [Company Name]. We were impressed with your technical expertise and believe you will be a valuable addition to our engineering team.

The details of your offer are as follows:

- **Reporting Manager:** [Manager Name/Title]
- **Start Date:** [Start Date]
- **Salary:** \$[Amount] per [Year/Month]
- **Payment Schedule:** [Bi-weekly/Monthly]
- **Equity/Stock Options:** [Details of grant, if applicable]
- **Bonus Structure:** [Details of performance or sign-on bonus, if applicable]

Benefits:

As a full-time employee, you will be eligible for our standard benefits package, which includes [List key benefits: Medical insurance, 401k/Retirement, PTO, Hardware allowance, etc.]. Detailed documentation will be provided during your onboarding.

Conditions of Employment:

This offer is contingent upon the successful completion of [Background checks/Reference checks/Right to work verification].

Acceptance:

To accept this offer, please sign and return this letter by [Expiration Date].

We look forward to having you join us and contribute to our technical projects.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance Signature:

[Candidate Name]

Date:
