

[Company Name]  
[Company Address]  
[Date]

Dear [Candidate Name],

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

**Position Details:**

- **Role:** [Full-time/Part-time]
- **Work Location:** Remote (Home-based)
- **Reporting Manager:** [Manager Name], [Manager Title]
- **Start Date:** [Start Date]

**Compensation and Benefits:**

- **Base Salary:** \$[Amount] per [Year/Month]
- **Payment Schedule:** [Bi-weekly/Monthly]
- **Equipment:** [Description of company-provided hardware or home office stipend]
- **Benefits:** [List health insurance, PTO, 401k, etc.]

**Remote Work Requirements:**

As this is a remote role, you are expected to maintain a secure and reliable internet connection and be available during the core working hours of [Time Zone/Specific Hours].

This offer is contingent upon [Background check/Reference check/Documentation]. Please sign and return this letter by [Deadline Date] to indicate your acceptance.

We look forward to welcoming you to the team.

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]

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**Acceptance:**

I, [Candidate Name], accept the offer for the position of [Job Title].

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