

[Date]

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

Subject: Offer of Employment

Dear [Candidate Name],

We are pleased to offer you the full-time position of [Job Title] at [Company Name]. This is a 100% remote position, and you will report directly to [Manager Name].

Remuneration:

Your starting base salary will be \$[Amount] per [Year/Hour], payable in accordance with our standard payroll schedule.

Remote Work Requirements:

As a remote employee, you are expected to maintain a secure and reliable internet connection. [Company Name] will provide [Equipment/Stipend Details].

Benefits:

You will be eligible for the following benefits, subject to company policy:

- [Benefit 1: e.g., Health Insurance]
- [Benefit 2: e.g., Paid Time Off]
- [Benefit 3: e.g., Retirement Plan]

Employment At-Will:

Employment with [Company Name] is "at-will," meaning either you or the company may terminate the relationship at any time, with or without cause or notice.

Contingencies:

This offer is contingent upon the successful completion of [Background Check/Reference Check/Drug Screen] and your ability to provide proof of eligibility to work in [Country].

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

Sincerely,

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

Acceptance:

I, [Candidate Name], accept the offer of employment as [Job Title] under the terms outlined above.

Signature: _____ Date: _____