

[Company Name]
[Company Address]
[Date]

[Candidate Name]
[Candidate Address]

Subject: Offer of Global Remote Placement

Dear [Candidate Name],

We are pleased to offer you a remote placement as [Job Title] with [Company Name]. This offer is for a [Full-time/Part-time/Contract] position starting on [Start Date].

Position Details:

- **Role:** [Job Title]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager Name]

Compensation and Benefits:

- **Base Salary:** [Amount] per [Year/Month] in [Currency].
- **Payment Method:** [Bank Transfer/Global Payroll Provider].
- **Working Hours:** [Number] hours per week, with core overlap hours between [Time Zone] and [Time Zone].
- **Equipment:** [Description of stipend or company-provided hardware].

Remote Work Terms:

This is a 100% remote position. You are responsible for maintaining a secure and stable internet connection. You must comply with all local tax regulations in your country of residence.

Onboarding:

On your first day, you will receive access to our digital workspace and communication tools. Please submit the required identification and tax forms via [Platform Name] by [Deadline Date].

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 remote placement under the terms outlined above.

Signature: _____ Date: _____