

**Date:** [Date]

**Candidate Name:** [Candidate Name]

**Address:** [Candidate Address]

**Email:** [Candidate Email]

**Subject: Offer of Offshore Remote Placement**

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. This is a full-time, offshore remote placement. Your employment will commence on [Start Date].

**1. Role and Responsibilities**

In this role, you will report to [Manager Name/Title]. Your primary duties will include [Brief Description of Duties]. As this is a remote position, you are expected to maintain a professional workspace and a reliable internet connection.

**2. Working Hours and Time Zone**

Your standard working hours will be [Number] hours per week. You are expected to be online and available during the [Specific Time Zone, e.g., EST/GMT] business hours from [Start Time] to [End Time].

**3. Compensation**

Your monthly gross salary will be [Amount] in [Currency]. Payments will be made via [Payment Method, e.g., Wire Transfer/Payoneer] on the [Date] of each month. As an offshore contractor/employee, you are responsible for your own local tax filings and social security contributions.

**4. Equipment and Expenses**

[Option A: The company will provide a laptop and necessary software.]

[Option B: You are expected to use your own equipment meeting the company's minimum specifications.]

**5. Confidentiality and IP**

You will be required to sign a Non-Disclosure Agreement (NDA). All intellectual property created during your placement will remain the sole property of [Company Name].

**6. Termination**

Either party may terminate this agreement by providing [Number] days' written notice.

Please confirm your acceptance of this offer by signing and returning this letter by [Expiry Date].

We look forward to having you on our team.

Best regards,

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

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**Acceptance:**

I, [Candidate Name], accept the offer of offshore remote placement as outlined above.

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