

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

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

Subject: Offer of Permanent Virtual Employment

Dear [Candidate Name],

We are pleased to offer you the full-time permanent position of **[Job Title]** at [Company Name]. We were impressed with your skills and experience, and we look forward to having you join our remote team.

1. Remote Work Arrangement:

This is a permanent virtual placement. You are authorized to perform your duties from your home office or any location with a secure and stable internet connection. You will not be required to report to a physical office location on a regular basis.

2. Commencement Date:

Your employment will officially begin on [Start Date].

3. Compensation:

Your starting gross annual salary will be [Amount] [Currency], payable in [Monthly/Bi-weekly] installments, subject to standard payroll deductions.

4. Equipment and Stipend:

[Company Name] will provide the following for your home office: [List equipment, e.g., Laptop, Monitor]. Additionally, you will receive a monthly remote work stipend of [Amount] to cover internet and utility expenses.

5. Benefits:

As a permanent employee, you are eligible for our benefits package, which includes:

- [Health/Dental/Vision Insurance]
- [Paid Time Off and Sick Leave]
- [Retirement Plan/401k]
- [Other Benefits]

6. Working Hours:

Your expected working hours are [Number] hours per week. While your schedule is flexible, you are expected to be available during our core business hours of [Time Range] [Time Zone].

Please indicate your acceptance of this offer by signing and returning this letter by [Deadline Date].

We are excited to welcome you to [Company Name]!

Sincerely,

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

Acceptance:

I, [Candidate Name], accept the offer of Permanent Virtual Placement as [Job Title].

Signature: _____ Date: _____