

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

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

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. This is a full-time telecommute position, allowing you to perform your duties from a remote location.

**Position Overview:**

Your start date will be [Start Date]. You will report directly to [Supervisor Name], [Supervisor Title]. As this is a remote role, your primary work location will be your home office.

**Compensation:**

The starting salary for this position is [Amount] per [Year/Hour], payable in [Monthly/Bi-weekly] installments, subject to standard payroll deductions.

**Equipment and Expense Reimbursement:**

[Company Name] will provide the following equipment: [List Equipment, e.g., Laptop, Monitor]. You will receive a monthly stipend of [Amount] to cover home internet and telephone expenses related to your work.

**Benefits:**

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

- [Benefit 1: e.g., Health Insurance]
- [Benefit 2: e.g., Paid Time Off]
- [Benefit 3: e.g., 401k Plan]

**Remote Work Requirements:**

You are expected to maintain a secure and professional home office environment with high-speed internet. You are required to be available online during the core business hours of [Start Time] to [End Time] [Time Zone].

**Acceptance:**

This offer is contingent upon the successful completion of a background check and signing our standard Non-Disclosure Agreement. To accept this offer, please sign and return this letter by [Expiration Date].

Sincerely,

[Signature]  
[Hiring Manager Name]  
[Title]

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**Acceptance Signature:**

I accept the offer of employment as outlined above:

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