

[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]. We were impressed with your skills and experience, and we believe you will be a valuable addition to our team.

Position and Reporting:

This is a full-time, telecommuting position. In this role, you will report to [Manager Name], [Manager Title].

Work Location:

This position is 100% remote. You are expected to maintain a secure and professional home office environment with reliable internet connectivity to perform your duties.

Compensation:

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

Benefits:

As a member of our team, you will be eligible for the following benefits:

- [Benefit 1: e.g., Health Insurance]
- [Benefit 2: e.g., Paid Time Off]
- [Benefit 3: e.g., Remote Work Stipend/Equipment]
- [Benefit 4: e.g., Retirement Plan]

Equipment:

The company will provide you with [List Equipment, e.g., Laptop, Monitor, Software] to assist you in your work. All company-provided equipment remains the property of [Company Name].

At-Will Employment:

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

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

We look forward to having you join our team!

Sincerely,

[Sender Name]

[Sender Title]

Acceptance:

I, [Candidate Name], accept the offer of employment as [Job Title] under the terms and conditions outlined in this letter.

Signature: _____ Date: _____