

**\*\*[Your Company Letterhead]\*\***

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Company Name], a Private Limited Company, effective [Start Date]. Below are the specific terms and conditions of your employment:

1. **\*\*Position\*\***: [Job Title]

- Department: [Department Name]

- Reporting to: [Supervisor's Name/Title]

2. **\*\*Compensation\*\***:

- Base Salary: [Annual Salary] per annum, payable [monthly/bi-weekly/weekly].

- Bonus: [Bonus structure, if applicable].

3. **\*\*Employment Type\*\***: [Full-time/Part-time/Contract]

4. **\*\*Work Hours\*\***:

- Standard Work Hours: [e.g., 9 AM - 5 PM, Monday to Friday].

- Flexibility: [Any flexible working arrangements, if applicable].

5. **\*\*Benefits\*\***:

- Health Insurance: [Details of health insurance coverage].

- Retirement Plan: [Details regarding retirement plans, if available].

- Leave Entitlement: [Annual leave, sick leave, etc.].

6. **\*\*Probation Period\*\***: [Duration of probation, if applicable], during which time either party may terminate employment with [notice period].

7. **\*\*Confidentiality Agreement\*\***: You will be required to sign a confidentiality agreement to protect the interests of [Company Name].

8. **\*\*Non-Compete Clause\*\***: [Details regarding any non-compete agreement].

9. **\*\*Acceptance\*\***: Please sign and return a copy of this letter by [Acceptance Deadline] to confirm your acceptance of this offer.

We are excited about the prospect of you joining our team. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]

**\*\*Acknowledgment of Acceptance\*\***:

I, [Candidate's Name], accept the terms of employment as outlined in this offer letter.

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

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