

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you the position of Quality Assurance Tester at [Company Name]. Your start date will be [Start Date], and you will report directly to [Supervisor's Name] in the [Department Name].

Your responsibilities will include:

- Designing and executing test cases
- Identifying and documenting defects
- Collaborating with the development team to resolve issues
- Ensuring that the final product meets quality standards

Your starting salary will be [Salary] per annum, payable in [monthly/bi-weekly] installments. You will also be eligible for [benefits information, e.g., health insurance, paid time off, etc.].

Please sign and return this letter by [Return Date] to confirm your acceptance of this position.

Welcome to the team! We look forward to your contributions to our projects.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]

[Signature Line]

[Date Signed]

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I, [Employee's Name], accept the position of Quality Assurance Tester as outlined in this letter.

[Employee's Signature]

[Date Signed]