

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you a position at [Company Name] as a [Position Title] under the TN Visa classification. Below are the details of your employment:

****Position Title:**** [Position Title]

****Job Description:**** [Brief description of job duties and responsibilities]

****Work Location:**** [Office Address or Remote]

****Start Date:**** [Proposed Start Date]

****Salary:**** [Annual Salary Amount]

****Hours:**** [Full-Time/Part-Time and Hours per Week]

****Supervisor:**** [Name of Supervisor]

This position qualifies for a TN Visa under the provisions of the United States-Mexico-Canada Agreement (USMCA). You are required to provide evidence of your qualifications and the necessary documentation for your TN Visa application.

Please confirm your acceptance of this offer by [Response Date]. We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Enclosures: Job Description, any additional documentation if applicable]