

[Your Company Logo]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

[Email Address]

Dear [Candidate's Name],

We are pleased to extend an offer of employment for the position of [Job Title] at VMware. We believe that your skills and experiences will be a valuable addition to our team.

****Position Details:****

- ****Job Title:**** [Job Title]

- ****Department:**** [Department Name]

- ****Reporting to:**** [Manager's Name and Title]

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

- ****Location:**** [Office Location or Remote]

****Compensation and Benefits:****

- ****Salary:**** [Salary Amount] per year, paid bi-weekly

- ****Bonus:**** [Details of any bonus structure]

- ****Equity:**** [Details regarding stock options or grants]

- ****Benefits:**** [Overview of health insurance, retirement plans, etc.]

****Additional Policies:****

- [Include any information about remote work, trial period, or confidentiality agreements]

Please sign and return this offer letter by [Response Date] to confirm your acceptance. We are excited about the possibility of you joining our team!

Warm regards,

[Your Name]

[Your Job Title]

VMware

[Your Contact Information]

****Acceptance of Offer:****

I, [Candidate's Name], accept the offer for the position of [Job Title] at VMware.

[Candidate's Signature]

[Date]