

[Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, Postal Code]

[Country]

Dear [Employee's Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Company Name]. Your skills and qualifications match our needs, and we believe that you will be a valuable addition to our team.

Position: [Job Title]

Department: [Department Name]

Reporting to: [Supervisor's Name]

Start Date: [Start Date]

Salary: [Salary Amount] per [hour/month/year]

Work Hours: [Work Hours/Days]

As part of your employment with us, you will be required to apply for a ZJ visa. The company will assist you in this process and provide any necessary documentation to support your application.

Please sign and return this offer letter by [Response Deadline] to confirm your acceptance of the position. We look forward to welcoming you to [Company Name] and are excited about the contributions you will make.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, Postal Code]

[Country]

[Email Address]

[Phone Number]

[Employee Signature] _____ [Date] _____