

Sample Offer Letter Template

ABC Tech Solutions
123 Innovation Drive
hr@abctech.com | (555) 123-4567
June 1, 2024

Jane Doe
456 Elm Street
New York City, 26888

Subject: Job Offer

Dear Jane Doe,

We are pleased to offer you the position of **Software Engineer** at **ABC Tech Solutions**. We are confident you will be a great addition to our team. Please see the offer details below:

Position: Software Engineer
Department: Development
Start Date: July 1, 2024
Location: Remote

Compensation: \$80,000 per year, paid monthly.
Benefits: Includes health insurance, 15 PTO days, and a 401(k) plan.

Please sign and return this letter by **June 15, 2024**. For questions, contact **Mary Johnson, HR Manager, at hr@abctech.com**.

We look forward to having you on the team!

Sincerely,
Mary Johnson
HR Manager
ABC Tech Solutions

Acceptance:

I, **Jane Doe**, accept the offer for **Software Engineer** at **ABC Tech Solutions**.

Signature: _____

Date: _____