TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:**  **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Job Offer Letter

Dear **[Name],**

We are pleased to offer you the full-time position of Software Engineer at **[Company Name]** with a start date of **[Date]**, contingent upon a background check and completion of the I9 tax form. **[Name]** at **[Workplace Location]** will be your primary contact and manager on site. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will build and maintain low latency, high performance scalable systems, design, implement, and scale new APIs, aggregation services, and data centric microservices, and solve interesting scaling problems.

The starting annual salary for this position is **[Dollar Amount]** to be paid on a weekly basis by direct deposit starting on **[Date]**. This salary also includes stock options.

[Your employment](https://www.indeed.com/hire/c/info/job-offer-letter-f) with **[Company Name]**  will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As an employee of **[Company Name]** , you are also eligible for our benefits program, which includes medical insurance, 410 (k), and up to four weeks’ vacation time. Other benefits will be described in more detail in the employee handbook and orientation package.

By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than **[Date]**.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely

**[Name]**