**JOB OFFER LETTER**

Dear **[Candidate Name],**

We are pleased to offer you the full-time position of Project Manager at **[company name]** with a start date of July 1st, 20XX, contingent upon a background check. **[manager/supervisor 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 collaborate with Alliances and Customer Success & Account Management to shape and articulate services aimed to realize customer benefits through implementing our product. You will represent the company's values and promote the benefits delivered by our product. You will manage the delivery of services per agreement with our customers and partners whilst being open for changes. You will manage associated resource reservation, planning and mobilization.

The starting annual salary for this position is $70,000 to be paid on a semi-monthly basis by direct deposit starting on July 15th, 20XX. This salary also includes stock options.

Your employment 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.

Please feel free to reach out at your earliest convenience.

Sincerely,