**JOB OFFER LETTER**

Dear **[Candidate name],**

We’re delighted to extend this offer of employment for the position of **[Job title]** with **[Company name].** Please find below an overview of terms and conditions for your anticipated employment with us:

* Position: *[e.g., You will be working as a [Job title] and reporting to the [e.g., Sales]* department supervisor.
* Working hours: *[e.g., 40 hours per week in rotating 8-hour shifts, Monday to Saturday].*
* Compensation: *[e.g., Your annual base salary will be $X (gross) plus Y% commission on sales.]*
* Bonus: *[Mention any bonus options you offer, e.g., X% of your base salary based on annual team target.]*
* Benefits: *[e.g., As a full-time employee, you will be eligible for the benefits that [Company name]* offers.

These benefits include:

* Health and dental insurance plan
* X days of paid vacation leave per year
* Regular sales trainings, including workshops and conferences
* Full expense reimbursement when participating in events
* Stock option plan

You will also be eligible for any additional employee benefits that the company may provide in the future

Please find attached a detailed offer letter with terms and conditions of employment. We would like to have your response by **[date].** If you accept this offer, your start date will be **[Start Date]** or another mutually agreed upon date. In the meantime, please feel free to contact me or **[Manager name]** via email or phone at **[provide contact details],** if you have any questions.

We are all looking forward to having you on our team.

Best regards,