

JOB OFFER LETTER

ACME GLOBAL Company

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(123) 1234567

Dear _____ :

We are pleased to extend to you an offer for the position of _____ for our office at _____ . Your qualifications have impressed us and we believe that you will be an excellent addition to our team.

As discussed, you will be working on a _____ hour per week basis with a gross annual base pay of _____ , payable on bi-weekly basis. You will have an annual paid vacation leave credits of _____ and sick leave credits of _____ , among other benefits.

Part of your duties as _____ shall be as follows:

Upon your acceptance of this letter, in order to fulfill our obligation arising from the legislation, you will be requested to proceed to a pre-employment health control to be conducted in the company's medical facility at the 3rd-floor medical clinic. This offer will expire on _____ .

Please feel free to give me a call at _____ or send an email at _____ if you have any questions. We are looking forward to having you on-board!

Sincerely,

For the Employee: Employee Name

Name:

Date:

As of the date of _____ , this job offer letter is accepted.